
Expedient User Manual – Import (Customs/Forwarding) Module



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Import Customs & Forwarding

Expedient software contains the Customs Clearance / Tariff Classification and the Import Forwarding Module. The Customs Function allows users to register shipments, lodge Nature 10/20 Entries, set up TLF, manage parts and prepare charges for customers. The Forwarding Module allows users to Create Consols/Jobs, create and submit Cargo Reporting, submit Outturns and Underbond Approvals.

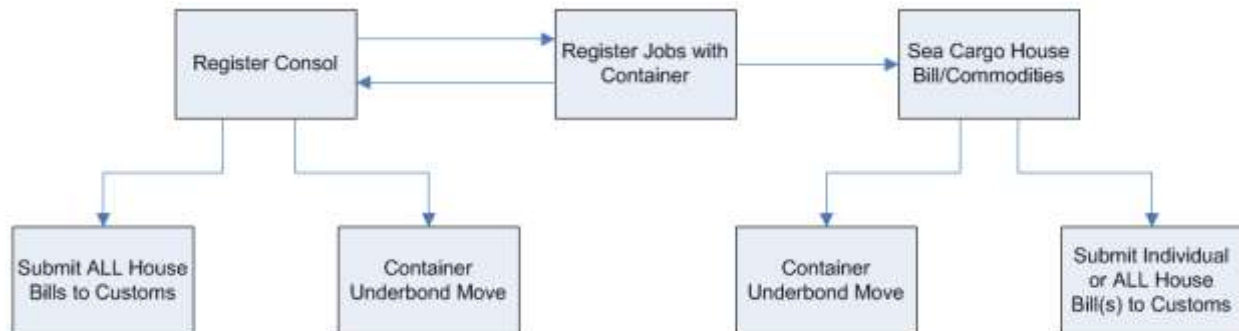
Expedient utilises a job number, which is the unique number given to shipments within Expedient. This is the first step in creating and lodging Customs Entries. From the Job Registration screen, users are able to register a Job, Create Supplier's Invoice, and Create & Lodge Customs Entries. Users can also prepare charges and create a Debtors Invoice (only applicable for Accounting Module Customers).....

Forwarding

Expedient utilises “One Job”, using the same job number reference for both the Customs and Forwarding Services. The Job Registration Screen that appears in the Customs/Air/Sea Import Forwarding Menus is the same Screen.

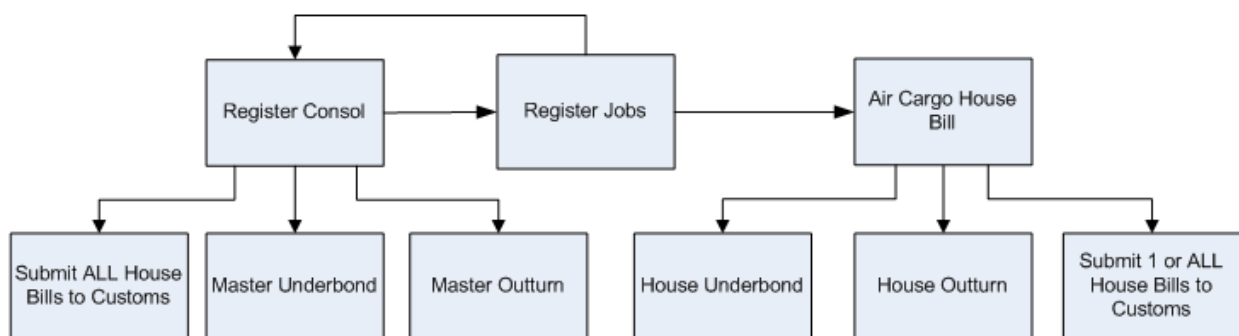
Sea Consol, Job and Cargo Reporting Registration Process

Overview of Sea Cargo Reporting workflow



Air Consol, Job and Cargo Reporting Registration Process

Overview of Air Cargo Reporting workflow



Consol Registration Screen

Creating a Consol

From the Main Menu select Sea/Air Import Forwarding.



By clicking the **Add** button or typing A will place the cursor in the input screen in Add Mode.

Sea Import Consol - EXPEDIENT DEVELOPMENT

File Edit View Notifications Consol GPTA Maint Help

Add Update Delete Find Browse Previous Next Job Sheet House Bills Cargo Reporting Validate All Submit All H/Bills Master Underbond Consol Notes Docs

Sea Import Consol

Job & Agent Information

Consol No: 94992 Extn. Code: Bill Type: None Department: NIS Job Class: FCL Date Reg: 29/10/1998 Master Bill: KDATJLSYD041202 Agent Ref: AGENREF Master Curr: USD Rate: 0.613700 Frt P/C: COLLECT Sub Master: Attachments: Docs: 2 Consol Notes: 3

Q/S Agent: DEMCON TEST ONLY CUSTOMER Shipping Co: AUSTSHE AUSTRALIAN SHIPPING LOGIS Principal's Agent ID: 36967336579 SEAWAY AGENCIES PTY LTD Co-Loader:

Shipping & Package Information

Vessel Code: ANLWAN ANL WANGARATTA Voyage No: 0315 Origin Port: AEDXB DUBAI Ocean Cut: 07/10/1998 Disch Port: AUSYD SYDNEY ETA Disch: 22/07/2011 Destn Port: AUSYD SYDNEY ETA Dest: 22/07/2011 Cont. Depot: ACPMEL ACP MELBOURNE EOE Receive Date:

Entered Consol Totals

No. Plgs: 20 Weight: 20800.00 Volume: 21.000 No. 20': 1 No. 40': 0

Job Information

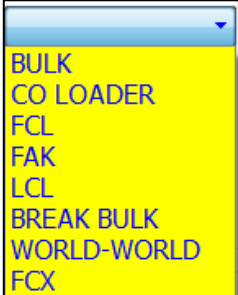
#	Job No.	House Bill	Consignee	Plgs	Weight	Volume	No. 20's	No. 40's	Send Status	Cargo Status	Send Date
1	3000578		DEMCON	4	1.00	1.000	1	0	1 Submitted		05/09/20...
2	3000579	DFAS	DEMCON	3	100.00	21.342	10	0			

No. Plgs: 7 Weight: 101.00 Volume: 22.342 No. 20': 11 No. 40': 1 No. HBs: 2

Customs SCR Information

HBLs Prepared: 1 / 2 Customs Submission Status: NO STATUS Underbond Sent:

Double Click to view Job (1 of 248) CWS

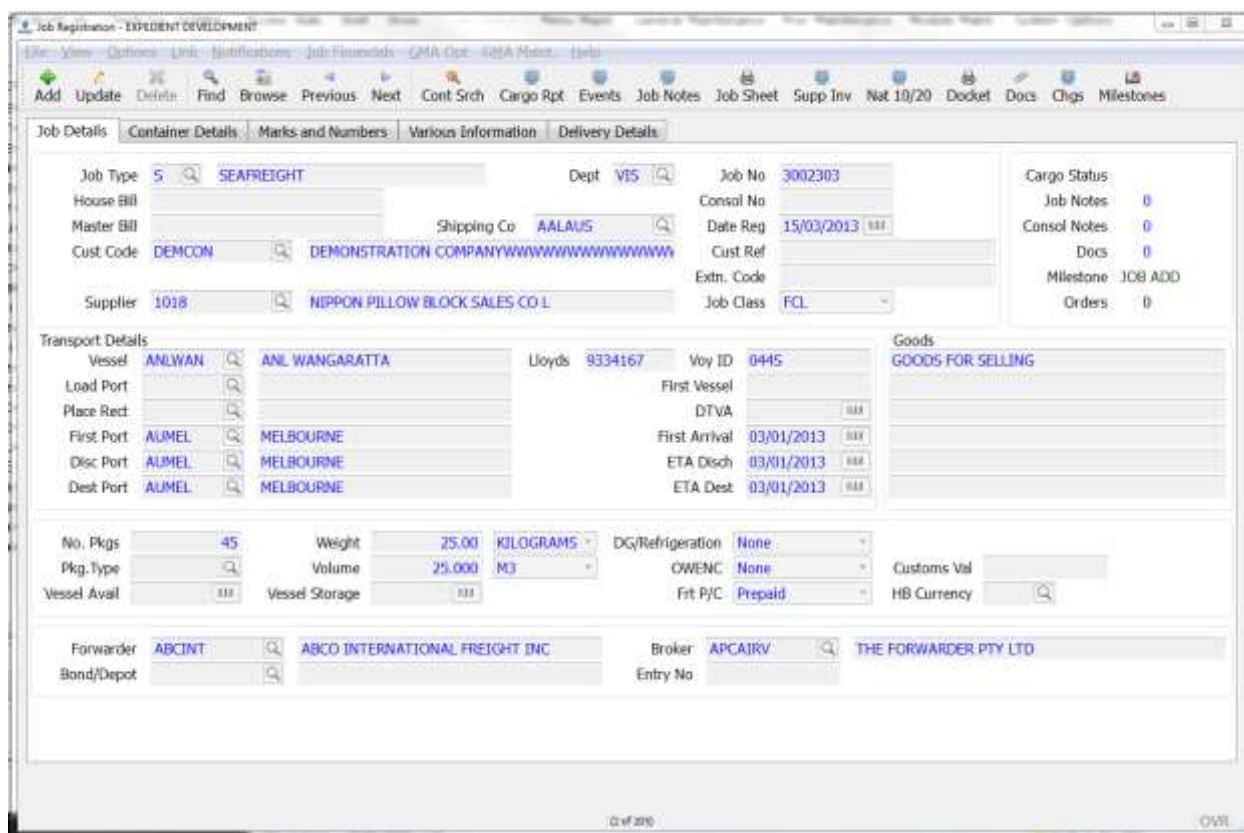
Field Name	Description	Validation	Default
Consol No	This is the internal unique reference given to a consolidation	N/A	N/A
Department	This is the Department that is assigned to the Consol. This is a 3 letter code e.g. VIS [Branch] [Import/Export] [Mode of Transport] The branch is based off one of 2 rules: 1. The Branch in which is associated with the user adding the consol. OR 2. The Responsible Office branch assigned to the customer code within the Customer Masterfile. The department code will initially default to the user's branch, but after the customer code is entered if there is a valid Branch in the Responsible Branch field then the screen will change the department based on that value. Responsible Office ADELAIDE Branch Please Note: Option 2 must be activated by a GMA staff Member.	Mandatory	User's Branch or Customer Code Responsible Office
Bill Type	This is the Bill of Lading Type. See below for options: 	Mandatory	Copy if the Consol was generated by EDI, otherwise Blank
Job Class	This is the Class of Shipment. See below for options. Information in this field will default to the same value when adding a job from the consol screen 	Mandatory	Blank
Master Bill	This is the master bill number	Mandatory	Blank

Field Name	Description	Validation	Default
O/S Agent	This is the O/S Agent that is exporting the consolidation. Please note: if the pop up notes configuration has been set up in the Customer Masterfile and there is information in the notes screen, then the notes will pop up automatically	Mandatory	Blank
Agent Ref	This is the O/S Agent's Reference	Optional	Blank
Shipping Co	This is the Shipping Company	Optional	Blank
Master Curr	This is the Master Currency of the Bill	Mandatory	Blank
Rate	This is the Bank Rate of the OS Currency.	Mandatory	Blank
Principal's Agent ID	This is the Customs ID for the Shipping Line. This is sent to Customs for Cargo Reporting Purposes.	Mandatory	Customer Masterfile for the Shipping Line
Frt P/C	Identify if the Freight is Prepaid at Origin or Collect at Destination	Mandatory	PREPAID
Co-Loader	If the shipment is being co-loaded by another forwarder	Optional	Blank
Sub Master	This is the Sub Master Bill	Optional	Blank
Vessel Code	This is the Vessel Code of the Vessel	Optional	Blank
Voyage No	This is the Vessel Voyage ID of the Vessel	Optional	Blank
Origin Port	This is the 5 letter ISO Origin Port Code	Mandatory	Blank
Ocean Cut	This is the Date that the Ocean Bill was cut	Mandatory	Blank
Disch Port	This is the 5 letter ISO Discharge Port Code	Mandatory	Same as Destination Port if the Consol was imported from EDI, otherwise Blank

Field Name	Description	Validation	Default
ETA Disch	This is the date at the Discharge Port	Mandatory	Same as ETA Dest if the Consol was imported from EDI, otherwise Blank
Destin Port	This is the 5 letter ISO Destination Port Code	Mandatory	Blank
Cont. Depot	This is the Container Depot	Optional	Blank
EDI Receive Date	This is the Date that the EDI file was received. Please Note: This is only available if the Manifest EDI Module is turned on.	Optional	Blank
No. Pkgs	This is the Number of Packages across the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Optional	Blank
Weight	This is the Total Weight of the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Mandatory	Blank
Volume	This is the Total Volume of the consolidation. This will appear red if this value doesn't total the number of packages against the jobs.	Mandatory	Blank
No. 20'	This is the total number of 20 foot containers	Optional	Blank
No. 40'	This is the total number of 40 foot containers	Optional	Blank

Creating a Job (House Bill)

Clicking on this field will direct the user to the Job Registration Screen in Add Mode. As per below, Expedient pre-populates the consol related information into the Job Registration Screen. (see Creating a Job in The Job Registration Section)



LINK CONSOL

This facility is available from the Link menu in the Job Registration screen. The consol number field can be manually entered and saved into an existing job.

CONTAINER DETAILS - LOAD FILE

You are able to load a CSV file from your desktop directly into the Container Details tab, as long as the data conforms to the required format documented below.

To use this feature: Register the Import Sea Job and click on the  button that appears at the bottom of the Container Details tab. You can then browse to the required .CSV file and click on the Open button. The load process will advise you if the load was successful. Click on Exit to see the containers loaded into the screen. If there is an error in the file, e.g. there is missing information which is mandatory, you will get a message explaining the problem.

AU - The file format must be:

A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Container Number	Mandatory	General
B	Type	Mandatory	General
C	Size	Mandatory	General
D	Seal	Optional	General
E	Net Wght	Optional	General
F	Gr Wght	Optional	General
G	Volume	Optional	General
H	Pieces	Optional	General

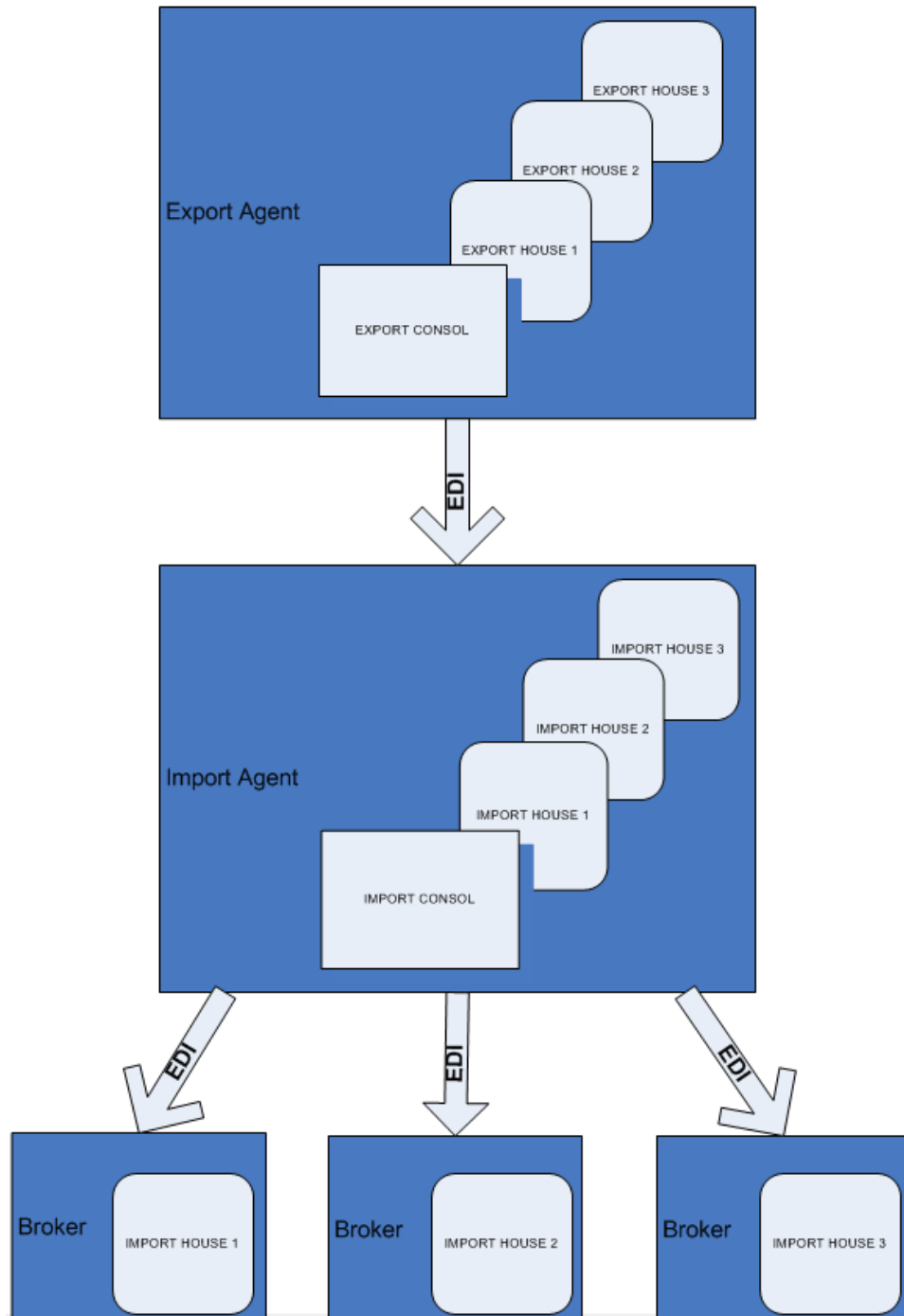
A file example:

ABCD1234567,FCL,22P3,12345,123.45,2245,321,634

EDI Manifest

Introduction

This module allows Manifest information to be sent from Export Agents to Import agents and from Import agents to Customs Brokers by electronic files, EDI.



The EDI Manifest module assists to speed up the registration of Consols and Jobs.

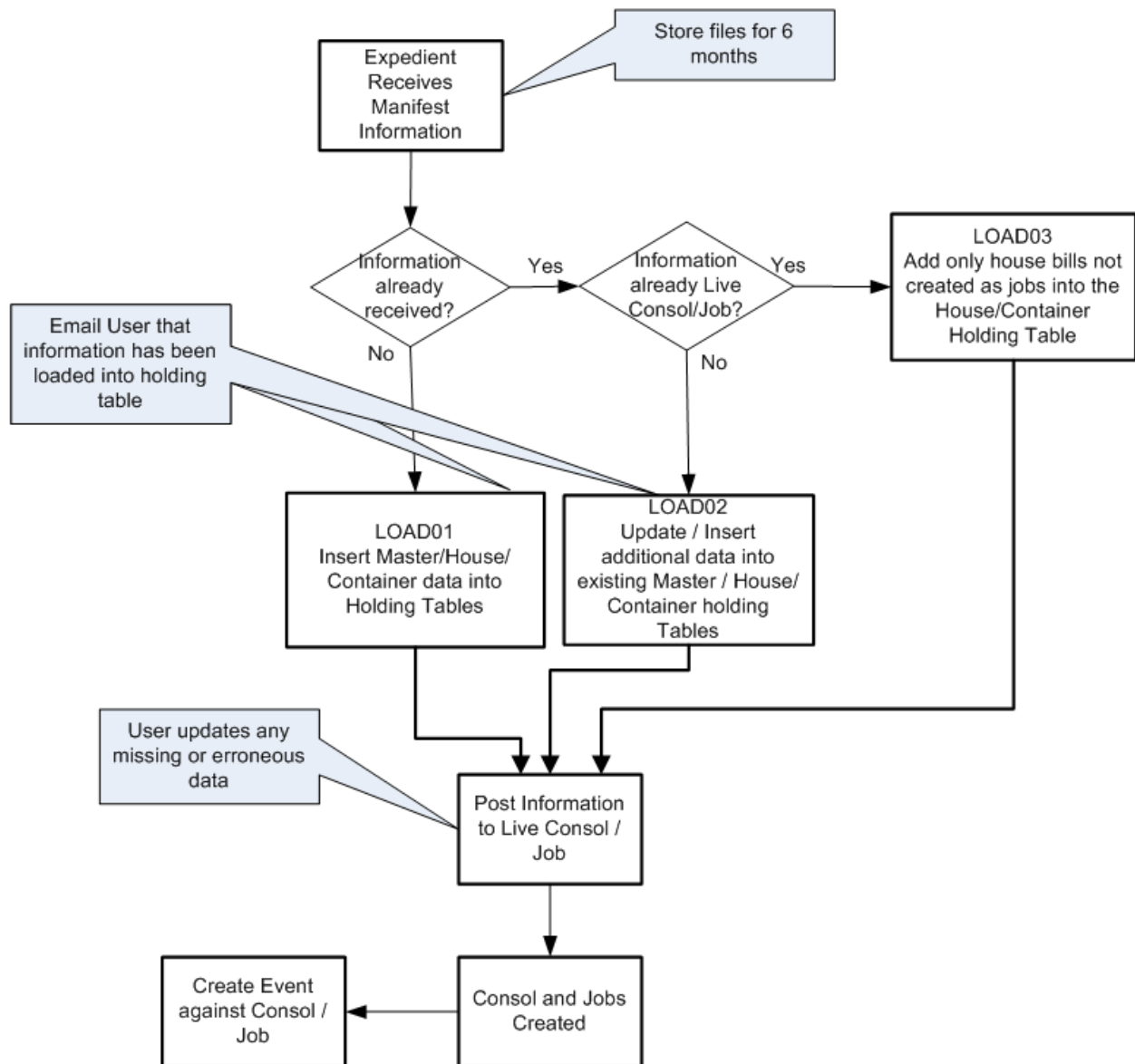
- Import Jobs can be created from EDI Manifest data sent by Overseas Export Agents.
- Import Jobs created by the Importing Freight Forwarder can be sent direct to Customs Broker system.
- Export Jobs can be sent to Oversea Import Agents to populate their Imports systems
- Each time a manifest is sent or received a notification email is sent to the relevant contacts on both sides

EDI Manifest options are available inside the Sea and Air Job Registration screens and the Export Consol screens.

Import File Manipulation and Loading

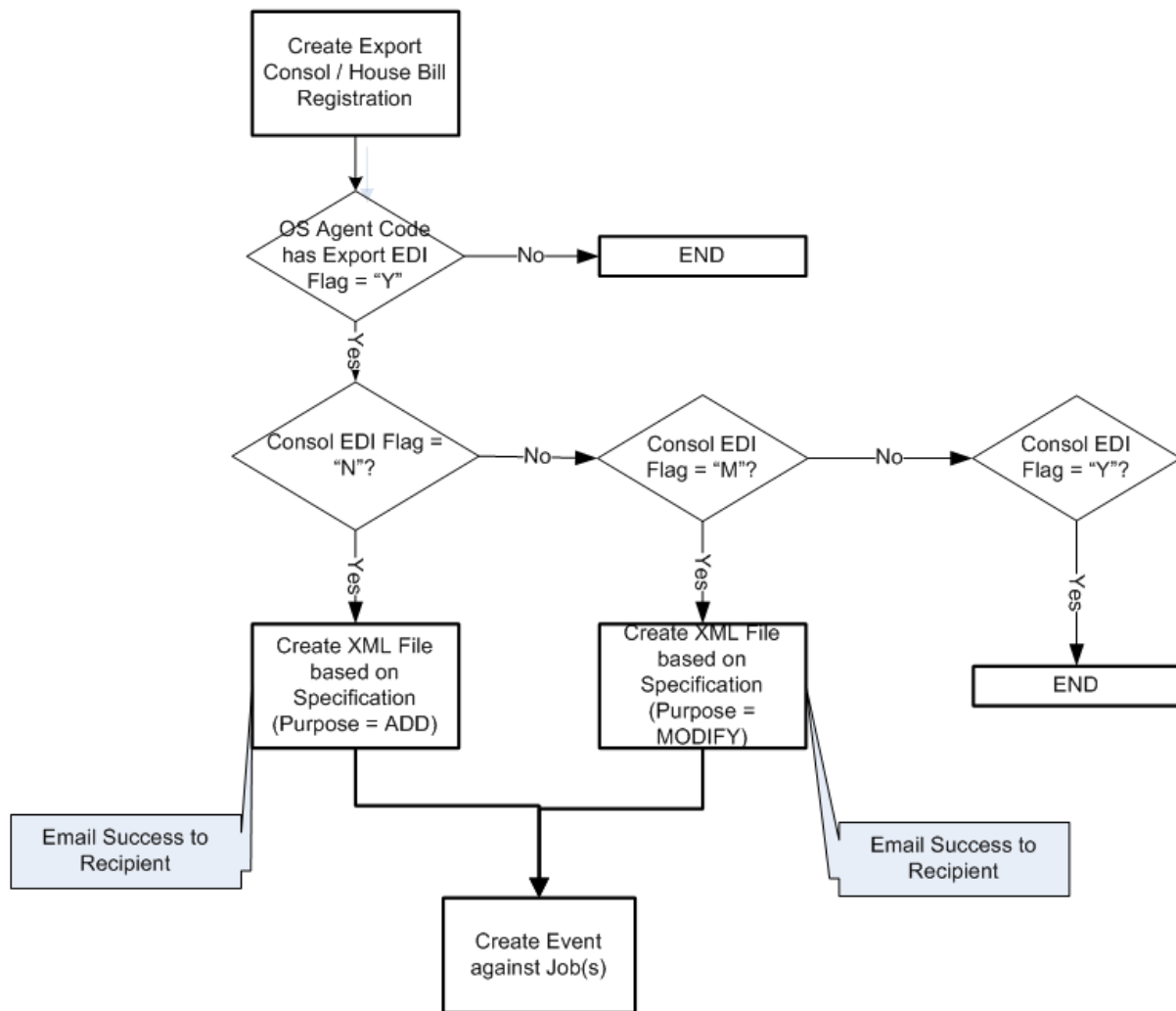
Import manifests received from the Overseas Agent will be checked and loaded into Expedient according to the workflow diagram shown below.

Import manifests sent from the Import Freight Forwarder to the Broker will go through a similar process but at Job level instead of Consol level.



Export File Creation and Delivery

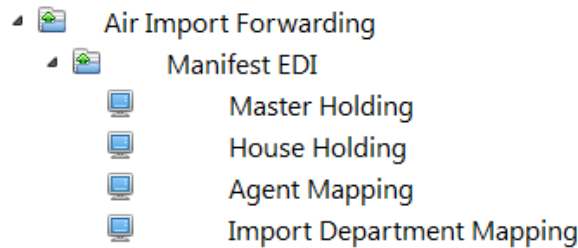
Manifests sent by the Export Agent to the Overseas Import Agent will follow the process below.



EDI Manifest Configuration

To allow import and export of manifest data Agents and Departments must be mapped to ensure manifest data is captured correctly.

The set up options are available in the Air Import Forwarding folder and the Sea Import Forwarding folder

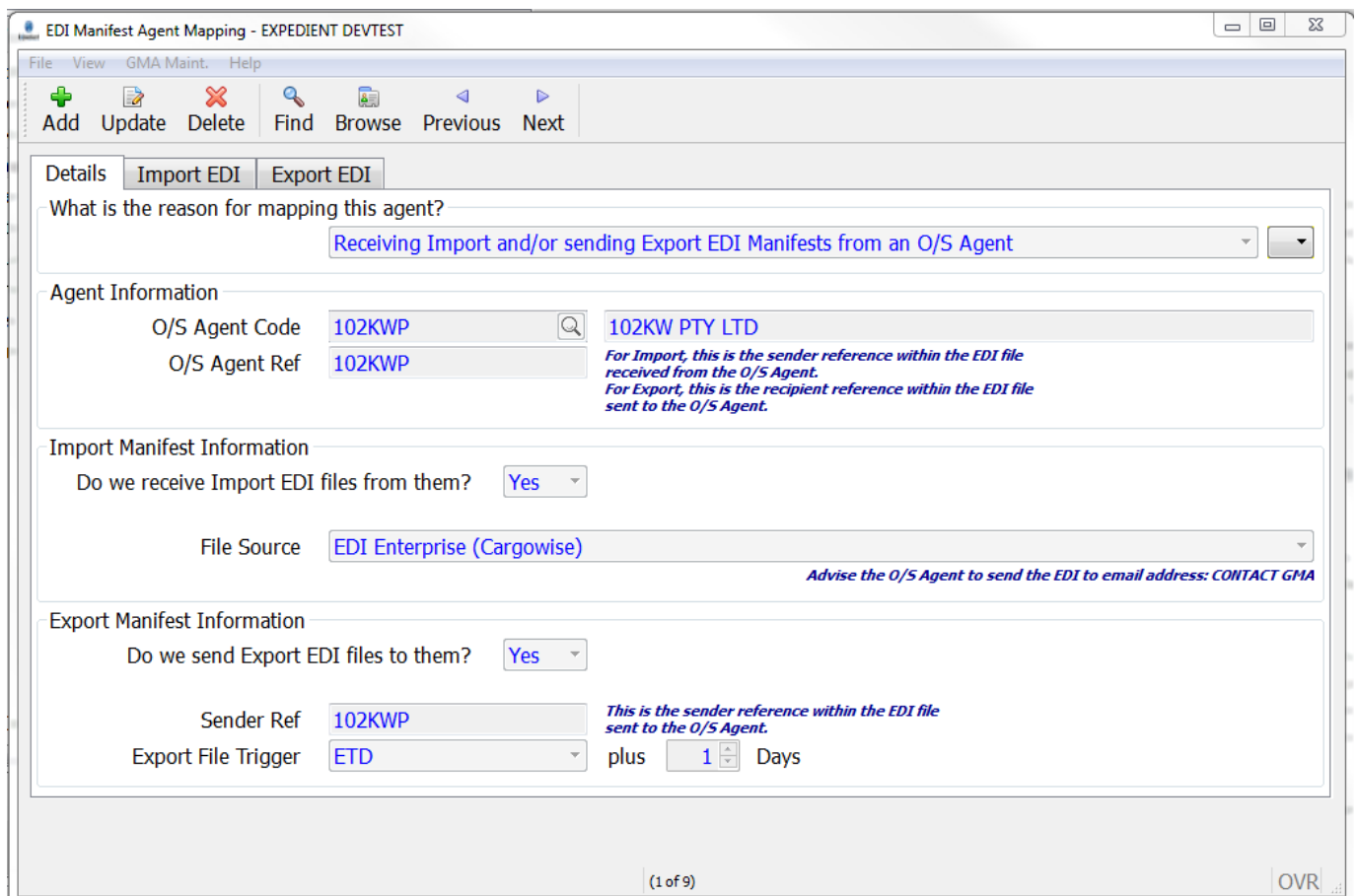


AGENT MAPPING

Details of the Agents, Forwarders and Brokers receiving and sending EDI Manifests must be set up in the Agent Mapping screen.

Adding an Overseas Agent

If you are an Agent use the Agent Mapping screen to set up the Overseas Agents you want to receive import EDI manifests from and send export EDI Manifests to.



EDI Manifest Agent Mapping - EXPEDIENT DEVTEST

File View GMA Maint. Help

+ Add - Update X Delete Find Browse Previous Next

Details Import EDI Export EDI

What is the reason for mapping this agent?

Receiving Import and/or sending Export EDI Manifests from an O/S Agent

Agent Information

O/S Agent Code 102KWP 102KW PTY LTD

O/S Agent Ref 102KWP

For Import, this is the sender reference within the EDI file received from the O/S Agent.
For Export, this is the recipient reference within the EDI file sent to the O/S Agent.

Import Manifest Information

Do we receive Import EDI files from them? Yes

File Source EDI Enterprise (Cargowise)

Advise the O/S Agent to send the EDI to email address: CONTACT GMA

Export Manifest Information

Do we send Export EDI files to them? Yes

Sender Ref 102KWP

Export File Trigger ETD plus 1 Days

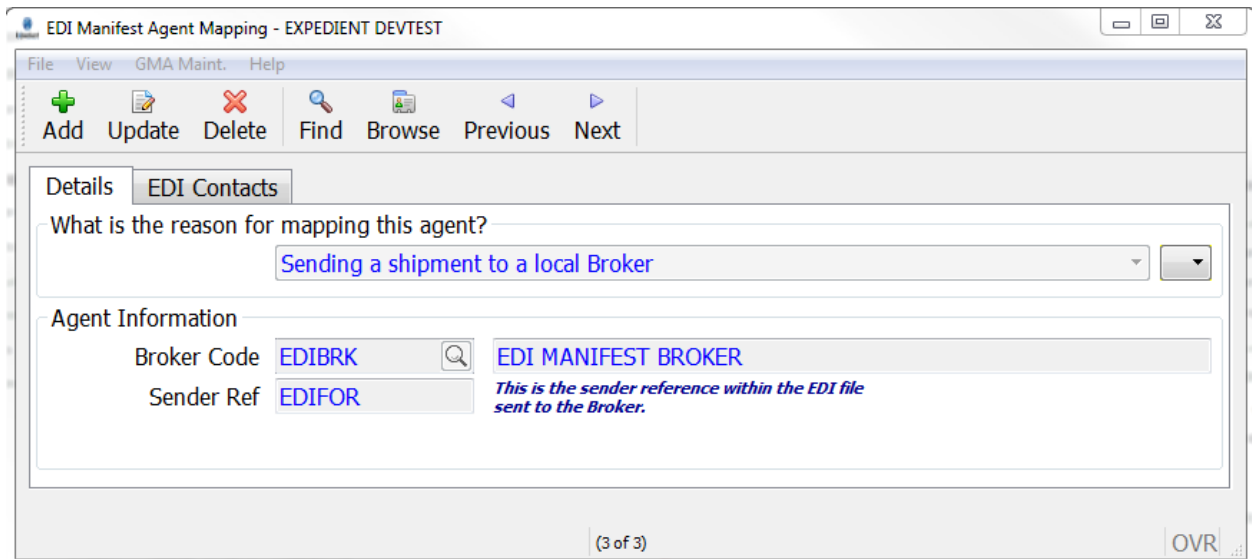
This is the sender reference within the EDI file sent to the O/S Agent.

(1 of 9) OVR

Field Name	Description	Validation	Default
Details			
What is the reason for mapping this agent?	Select the appropriate reason for mapping the agent from the pull down menu - "Receiving Import and/or sending Export EDI Manifests from an O/S Agent"	Mandatory	Blank
O/S Agent Code	This is your customer code for the agent. Use the  to zoom on active Overseas Agents.	Mandatory	Blank
O/S Agent Ref	This is reference code for the agent. In Manifests imported from the Agent this is the code they use to identify themselves. This code will also be used in the manifests exported to the agent to identify the recipient.	Mandatory	Default to match O/S Agent Code
Import Manifest Information			
Do we receive Import EDI files from them?	Select Yes from the drop down list to allow the import of the agents EDI manifests	Mandatory	Yes
File Source	Select the file format the Agent will send to you. What system does the agent use to produce the EDI manifest file? Please refer to Appendix C for the details of the Expedient Format which should be passed to your Overseas Agent for their information if they do not use one of the listed formats. Once selected the email address the Overseas Agent should send the EDI Manifests to is displayed. Please advise your Overseas Agent to use this email address. If your Overseas Agent is not able to supply the EDI Manifest in the Expedient format or any other format listed please send an example of the agent's EDI Manifest to Expedient Software for investigation using Support Tracker.	Conditional on Send Export EDI is Yes	Blank
Export Manifest Information			
Do we send Export EDI Files to them?	This indicates if you want to send Export Manifest EDI to the Overseas Agent	Mandatory	No
Sender Ref	This is your reference to the Overseas Agent so they know the Export Manifest EDI came from you. The Sender Ref is usually the code the Overseas Agent uses for your office.	Conditional on Send Export EDI is Yes	Blank
Export File Trigger	This indicates the trigger for sending the Export EDI Manifest automatically. Select from the pull down menu.	Conditional on Send Export EDI is Yes	ETD
Days	This is the number of days after ETD the EDI Manifest will be sent	Conditional on Export File Trigger is ETD	0
Import EDI			

Field Name	Description	Validation	Default
Contacts to receive alerts regarding the EDI Import Manifests (Successful/Errors)	This table lists the contacts at the Overseas Agent and internally to receive email notifications when new or updated Import Manifests have been received and if there are any errors processing the data. There must be at least one contact at the Overseas Agent and at least one internal User to receive email notifications.	Active Personnel/Active Users	Blank
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	O/S Agent
Contact Name	Use the  to find active personnel at the Overseas Agent. If you have selected Internal as the Contact Type the  will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Export EDI			
Email Addresses to receive the EDI Export Manifest File	This table lists the O/S Agent contacts and any internal Users that receive the Export Manifest EDI.	Active Personnel/Active Users	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	O/S Agent
Contact Name	Use the  to find active personnel at the Overseas Agent. If you have selected Internal as the Contact Type the  will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Contacts to receive EDI Export Manifest errors	This table lists the internal Users to receive email alerts when there is a problem sending the Export Manifest EDI. O/S Agent contacts can also be listed here.	Active Users/Active Personnel	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	Internal
Contact Name	Use the  to find active Users. If you have selected O/S Agent as the Contact Type the  will provide a list of active Personnel at the Overseas Agent.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the User Masterfile for internal Users or the Personnel in the Customer Masterfile for the Overseas Agent.	N/A	Blank

Adding a Broker If you are a Forwarder use the EDI Manifest Agent Mapping screen to set up the Broker you want to send import EDI manifests to.

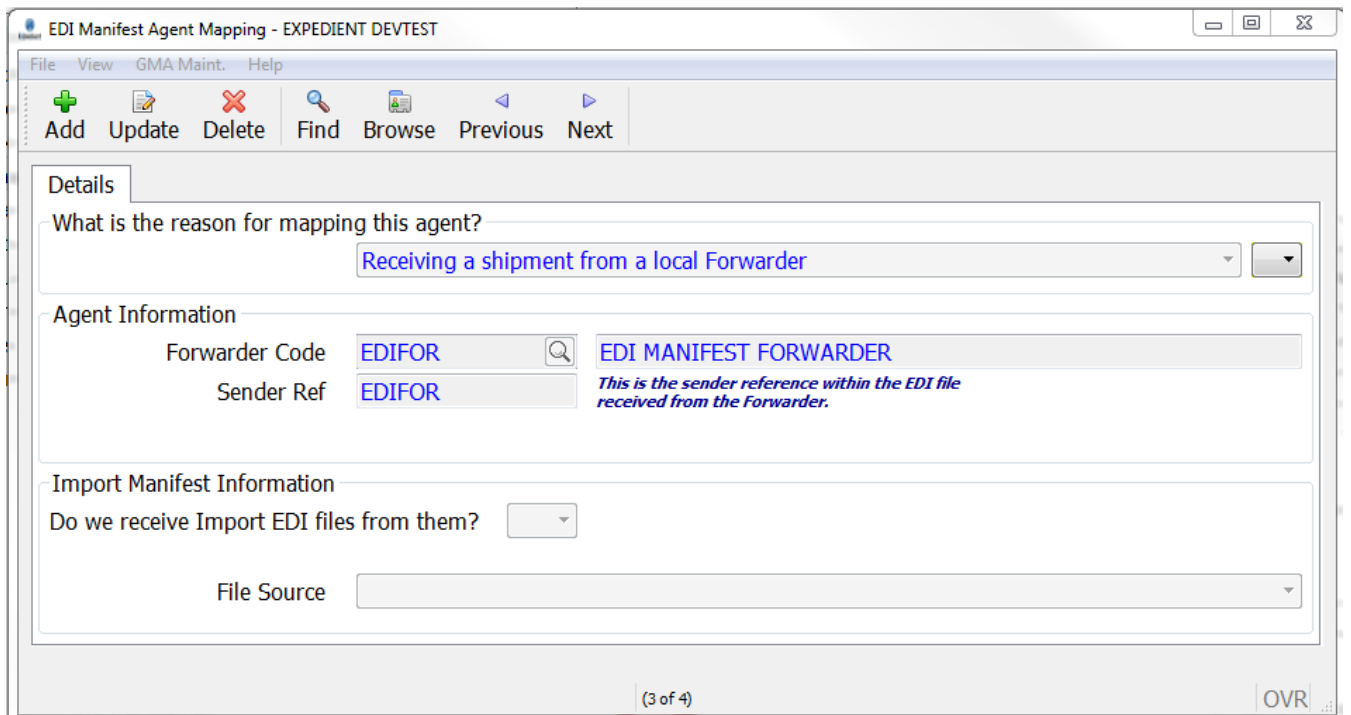


Field Name	Description	Validation	Default
Details			
What is the reason for mapping this agent	Select "Sending a shipment to a local Broker"	Mandatory	Blank
Agent Information			
Broker Code	Select the customer code for the Broker. Use the  to zoom on active Brokers.	Mandatory	Blank
Sender Ref	This is reference code used in the Import Manifests sent to the Broker to identify the source of the file i.e. you.	Mandatory	Default to match Broker Code
EDI Contacts			
Email Addresses to receive the EDI File	This table lists the Broker contacts and any internal Users that receive the EDI. There must be at least one contact at the Broker.	Active Broker Personnel /Active Users	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	Broker
Contact Name	Use the  to find active personnel at the Broker. If you have selected Internal as the Contact Type the  will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank

Field Name	Description	Validation	Default
Internal Responsible Contacts (for errors)	This table lists the internal Users to receive email alerts when there is a problem sending the EDI to the Broker. There must be at least one User listed to receive error messages.	Active Users	Blank
Contact Name	Use the  to find active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the User Masterfile.	N/A	Blank

Adding a Forwarder

If you are a Broker use the EDI Manifest Agent Mapping screen to set up the Forwarder you want to receive import EDI Manifests from.



Field Name	Description	Validation	Default
Details			
What is the reason for mapping this agent?	Select "Receiving a shipment from a local Forwarder"	Mandatory	Blank
Agent Information			
Forwarder Code	Select the customer code for the Forwarder. Use the  to zoom on active Forwarders.	Mandatory	Blank

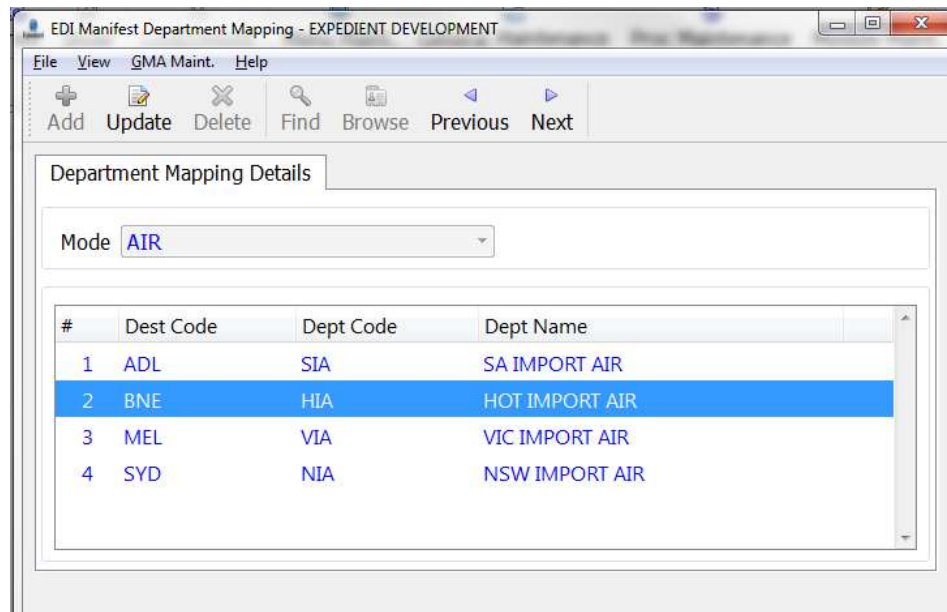
Field Name	Description	Validation	Default
Sender Ref	This is reference code used in the Import Manifests EDI sent by the Forwarder to identify the source of the file.	Mandatory	Default to match Forwarder Code
Import Manifest Information			
Do we receive Import EDI files from them?	Select Yes from the drop down list to allow the import of the Forwarder's EDI manifests	Mandatory	Yes
File Source	Select the file format the Forwarder will send to you. What system does the Forwarder use to produce the EDI manifest file? Please refer to Appendix C for the details of the Expedient Format which should be passed to your Forwarder for their information if they do not use one of the listed formats. Once selected the email address the Forwarder should send the EDI Manifests to is displayed. Please advise your Forwarder to use this email address. If your Forwarder is not able to supply the EDI Manifest in the Expedient format or any other format listed please send an example of the Forwarder's EDI Manifest to Expedient Software for investigation using Support Tracker.	Conditional on Receive Import EDI is Yes	Blank
EDI Contacts			
Contacts to receive alerts regarding the EDI (Successful/Errors)	This table lists the contacts at the Forwarder and internally to receive email notifications when new or updated Import Manifests have been received and if there are any errors processing the data. There must be at least one contact at the Forwarder and at least one internal User to receive email notifications.	Active Personnel/Active Users	Blank
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	Forwarder
Contact Name	Use the  to find active personnel at the Forwarder. If you have selected Internal as the Contact Type the  will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile for the Forwarder or the User Masterfile for internal Users	N/A	Blank

EDI MANIFEST IMPORT DEPARTMENT MAPPING

Destination ports can be mapped to Departments so that imported Manifests are assigned the correct Department Codes on receipt of the Manifest.

Any imported Manifests for destination ports which have not been mapped will be assigned a temporary Department. This temporary department must be updated in the holding screens before the manifest data can be added in Expedient. Map commonly used destination ports to prevent this extra work.

The Import Department Mapping screen is available from the Manifest EDI folder in the Air Import Forwarding folder and the Sea Import Forwarding folder.



Field Name	Description	Validation	Default
Mode	This indicates if the mapped departments are SEA or AIR	Mandatory	From AIR Import folder or SEA Import folder
Dest Code	This is the port code. For AIR insert the ISO Airport code. For SEA insert the 5 character port code	Mandatory	Blank
Dept Code	This is the department code. Use the  to zoom on your department codes matching the Mode AIR or SEA	Mandatory	Blank
Dept Name	This is the full name for the selected Department Code	System Generated	Blank

Please note that defaulted Department Mapping has been provided which can be updated where necessary to match your Department Codes. The default Department Mapping is as follows:

Mode: SEA

AUMEL = VIS (VIC IMPORT SEA)
 AUSYD = NIS (NSW IMPORT SEA)
 AUFRE = WIS (WA IMPORT SEA)
 AUBNE = QIS (QLD IMPORT SEA)
 AUADL = SIS (SA IMPORT SEA)

Mode: AIR

MEL = VIA (VIC IMPORT AIR)
 SYD = NIA (NSW IMPORT AIR)
 PER = WIA (WA IMPORT AIR)
 BNE = QIA (QLD IMPORT AIR)
 ADL = SIA (SA IMPORT AIR)

Update this mapping with your correct Department Codes and add other commonly used Destination Ports to avoid extra steps when checking imported EDI Manifest data.

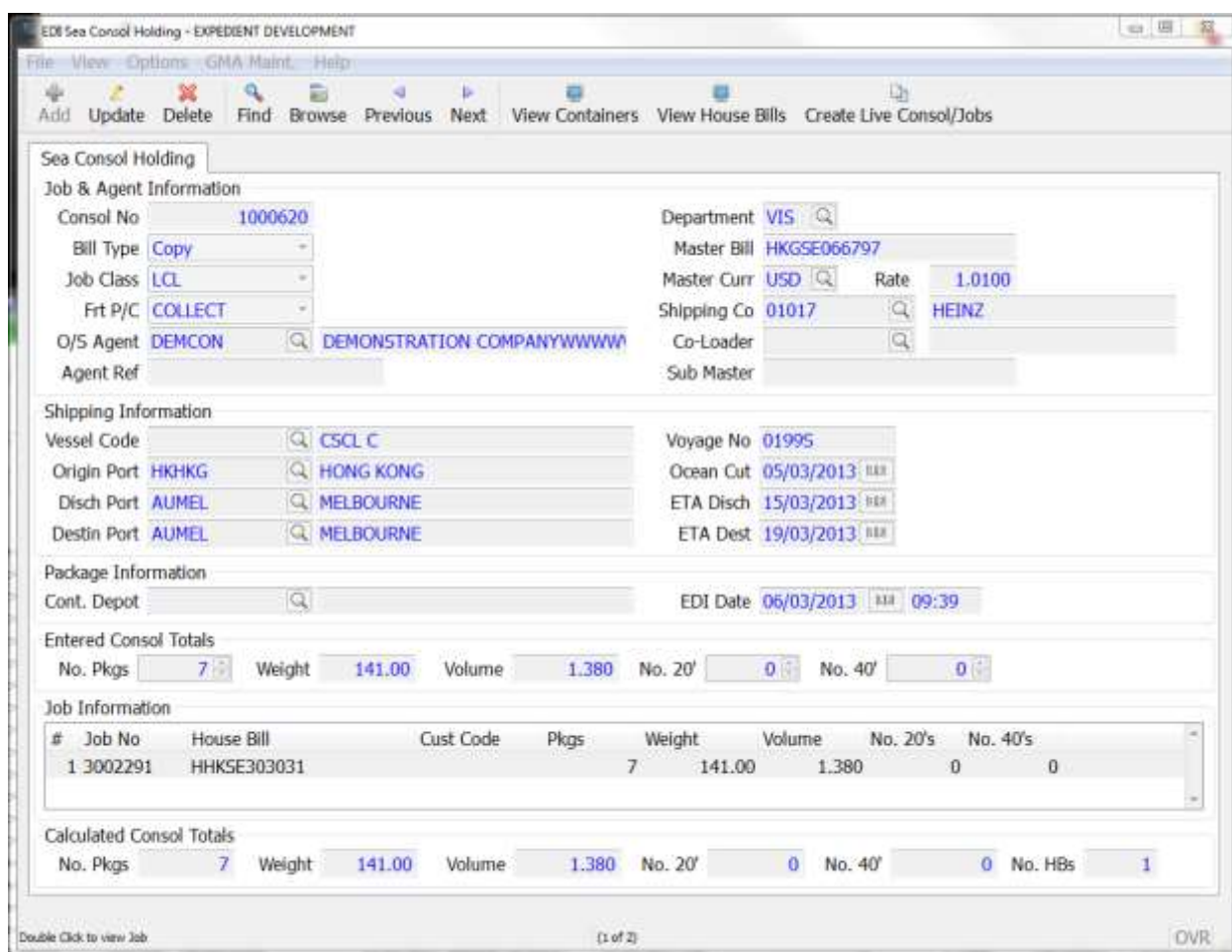
Receiving EDI Manifests

EDI Manifests are inserted into holding screens for users to check before creating Consols and Jobs from the Master Bill and House Bill information.

EDI Manifests files received and not made live will be purged after 6 months.

Master Holding

Access the imported Master Bill data from the Air Import Forwarding or Sea Import Forwarding folders, Manifest EDI folder.



This screen is very similar to the Import Consol Registrations screen for AIR and SEA. This screen displays the Master Bill data received in the EDI Manifest.

Check the data and update where required including the Department Code.

Any Consols where the Department is TIS or TIA, i.e. temporary departments have been assigned where the destination port has not been mapped, cannot be updated to live Consols. Please use the Import Department Mapping screen to add map these destinations.

CREATE LIVE CONSOL AND JOBS

When the details on screen have been checked and are correct use the toolbar button  Create Live Consol/Jobs to create a Consol with associated Jobs from the Manifest information. Any missing information will be listed in a pop up message.

When the consol is made live the Consol screen will open displaying the details of the new Consol.

Any consols that are not made live after six months from the receival date will be purged.

VIEW HOUSE BILLS

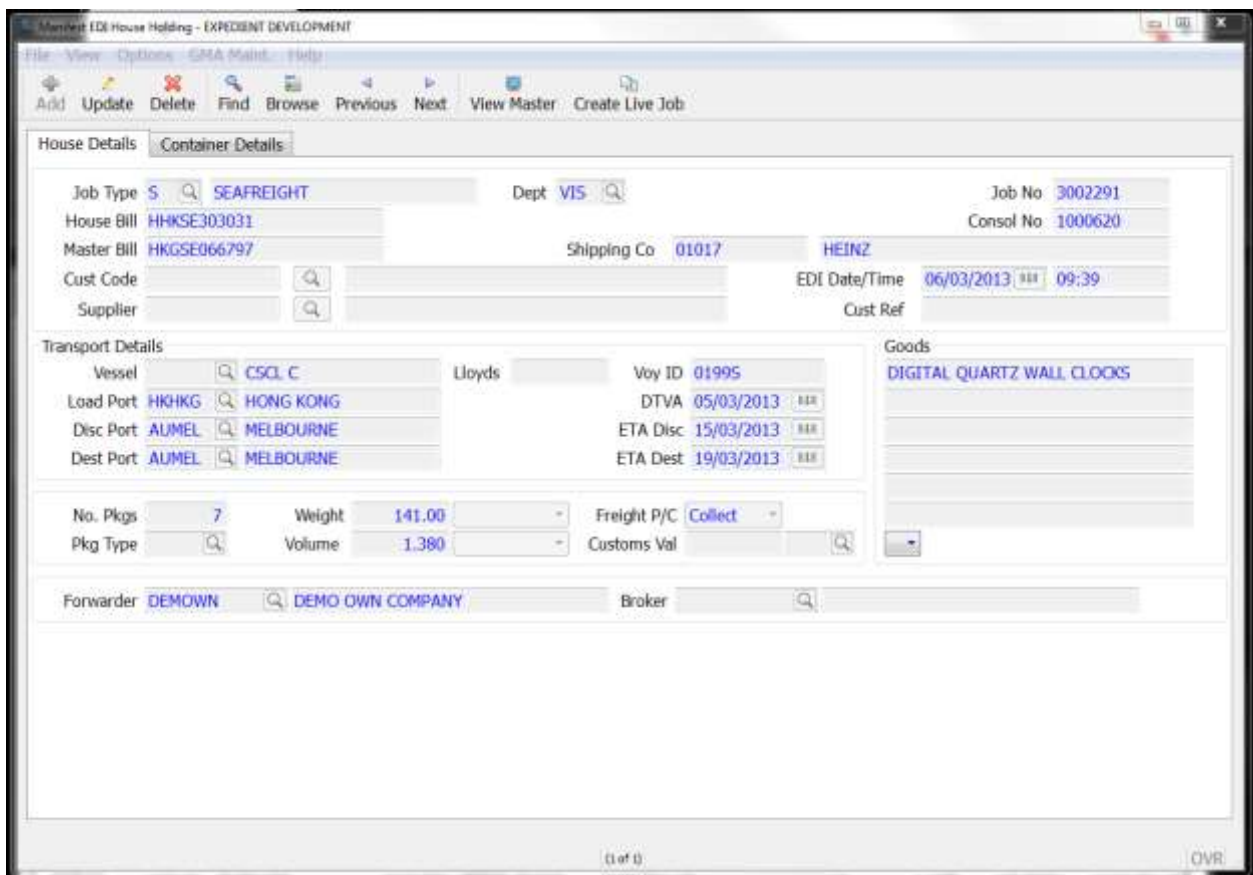
Use the toolbar button  **View House Bills** to view the House Bills associated with this Master

VIEW CONTAINERS

For SEA bills use the toolbar button  **View Containers** to view the Containers associated with this Master

House Holding

Access the imported House Bill data from the Air Import Forwarding or Sea Import Forwarding folders, Manifest EDI folder.



This screen is very similar to the Import Job Registrations screen for AIR and SEA. This screen displays the House Bill data received in the EDI Manifest.

Check the data and update where required including the Department Code.

Any House Bills where the Department is TIS or TIA, i.e. temporary departments have been assigned where the destination port has not been mapped, cannot be updated to live Jobs. Please use the Import Department Mapping screen to add map these destinations.

Use the  zoom next to the Cust Code and Supplier fields to find your codes for these Consignees and Suppliers.

CREATE LIVE JOBS

Once the details on screen have been checked and are correct use the toolbar button  **Create Live Job** to create a Job from House Bill Manifest information. Any missing information will be listed in a pop up message on screen.

When the job is made live the Import Job Registration screen will open displaying the new job. The date and time the EDI message was received is shown in the Various Information tab.

Any jobs that are not made live after six months from the date of receipt will be purged.

Email Alerts on Loading

Automated emails are sent on receipt of EDI Manifest information to the contacts listed in the Agent Mapping screen.

Emails are sent in the following scenarios:

- Where a new Master or House Bill has been loaded successfully into the Holding screens and requires checking by a user
Agent to Agent: An email will be sent to the Internal Import Agent Contact and the Agent EDI Sending Manifest Contact Email
Forwarder to Broker: An email will be sent to the Forwarder EDI Manifest Sending Contact and the Internal Recipient Email Alerts contacts

E.g.

New bill of lading manifest information has been sent for upload in Expedient as a new import.

Masterbill number 3701366 has been added, with the following Housebills:

- Housebill number HOUSEBILL1 has been added.

2 XML Load Errors:

Cannot add Shipper:Country on HouseBill-HOUSEBILL1 due to error in XML field Country.

Cannot add Consignee on HouseBill-HOUSEBILL1 due to error in XML field Consignee.

O/S Agent: 102KWP

Load Port: AUMEL

Destination Port: AUSYD

- Where an update to an already received Master or House Bill has been loaded successfully into the Holding screens and requires checking by a user
Agent to Agent: An email will be sent to the Internal Import Agent Contact and the Agent EDI Sending Manifest Contact Email
Forwarder to Broker: An email will be sent to the Forwarder EDI Manifest Sending Contact and the Internal Recipient Email Alerts contacts

E.g.

Masterbill number 3701366 has been updated with new information.

2 XML Load Errors:

Cannot update Shipper:Country on HouseBill-HOUSEBILL1 due to error in XML field Country.

Cannot update Consignee on HouseBill-HOUSEBILL1 due to error in XML field Consignee.

O/S Agent: 102KWP
Load Port: AUMEL
Destination Port: AUSYD

- Where a new House Bill has been sent to add to an existing Live Consol
An email will be sent to the Internal Import Agent Contact and the Agent EDI Sending Manifest Contact Email
E.g.
An additional house bill, number ADDITIONAL HOUSE has been added to Masterbill number 3701366
2 XML Load Errors:

Cannot add Shipper:Country to HouseBill-ADDITIONAL HOUSE due to error in XML field Country.
Cannot add Consignee to HouseBill-ADDITIONAL HOUSE due to error in XML field Consignee.

O/S Agent: 102KWP
Load Port: AUMEL
Destination Port: AUSYD

If there is any missing data in the loaded file the errors will be listed in the email.

Sending EDI Manifests to Overseas Agents

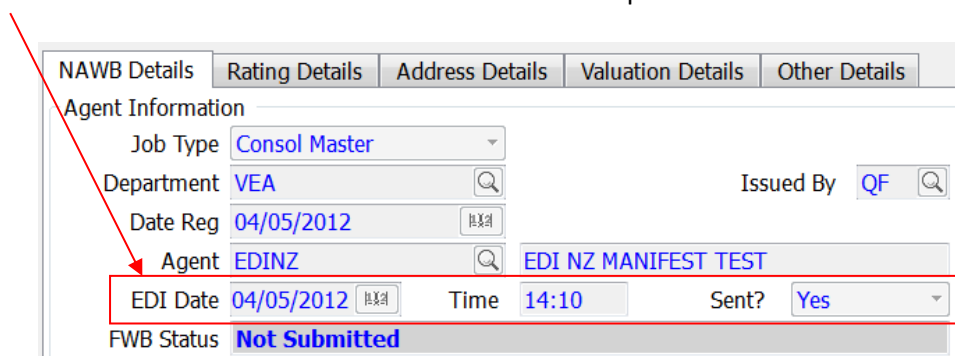
EDI Manifests can be sent from Expedient to the Overseas Agent if the details have been set up in the Agent Mapping screen.

The Manifest can be sent automatically or manually.

AUTOMATIC SENDING

Expedient will run a regular check (usually every ten minutes) to see if any manifests are ready to be sent based on the EDI Manifest trigger in the Agent Mapping screen.

The date and time the Manifest was sent can be viewed in the Export Consol screen.



NAWB Details	Rating Details	Address Details	Valuation Details	Other Details
Agent Information				
Job Type	Consol Master			
Department	VEA	Issued By	QF	
Date Reg	04/05/2012			
Agent	EDINZ	EDI NZ MANIFEST TEST		
EDI Date	04/05/2012	Time	14:10	Sent? Yes
FWB Status Not Submitted				

The EDI Sent flag indicates whether the file has been sent or not and also indicates whether the manifest was an update. 'M' indicates the EDI Manifest modified an earlier version of the manifest.

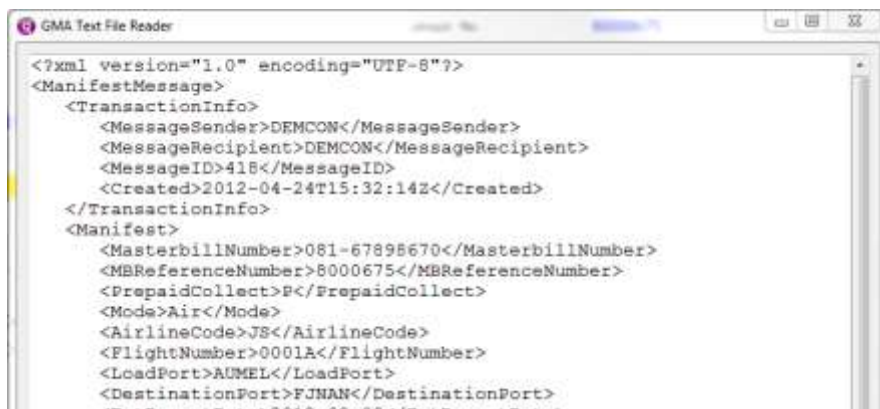
On successfully sending the EDI an email will be sent to the Agent EDI Receiving Manifest Contacts for the Oversea Agent listed in the Agent Mapping screen when a new EDI Manifest is sent or when an update to the Manifest is sent.

Sending the EDI Manifest will also create an event which can be viewed in the Manifest EDI Submission History from the Options menu in the Air and Sea Consol screens.



MessageID	Date	Time	No. Jobs	User
418	24/04/2012	15:32:14	1	michaell
321	12/04/2012	13:52:03	1	michaell

Double click on a row in the Manifest EDI Submission History screen to view the original text of the EDI message



```
<?xml version="1.0" encoding="UTF-8"?>
<ManifestMessage>
  <TransactionInfo>
    <MessageSender>DEMCON</MessageSender>
    <MessageRecipient>DEMCON</MessageRecipient>
    <MessageID>418</MessageID>
    <Created>2012-04-24T15:32:14Z</Created>
  </TransactionInfo>
  <Manifest>
    <MasterbillNumber>081-67895670</MasterbillNumber>
    <MBReferenceNumber>8000675</MBReferenceNumber>
    <PrepaidCollect>P</PrepaidCollect>
    <Mode>Air</Mode>
    <AirlineCode>JS</AirlineCode>
    <FlightNumber>0001A</FlightNumber>
    <LoadPort>AUMEL</LoadPort>
    <DestinationPort>FJNAN</DestinationPort>
    <EstimateDate>2012-04-24</EstimateDate>
```

If there is any missing information in the EDI Manifest file a message will be sent to the Internal Export Responsible Contacts listing the missing details.

MANUAL SENDING

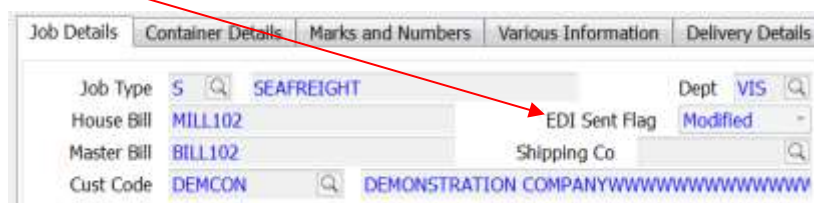
Select the option 'Send EDI Manifest' from the Options menu in the SEA Export and AIR Export Consol screens. This option is only available where the EDI Manifest module is active and the Agent is mapped in the Agent Mapping screen. Any missing information will be listed in a pop up message. Provide all the missing information to send the EDI message.

Sending EDI to Customs Brokers

EDI can be sent from the Import Job Registration screen to the Customs Broker if their details are in the Agent Mapping screen.

Use the 'Send EDI to Broker' option from the Options>More Options menu in the Import Job Registration screen. Expedient will check all the necessary information is in the screen before sending the file.

The EDI Sent flag indicates whether the file has been sent or not and also indicates whether the file was an update to an import job already received.

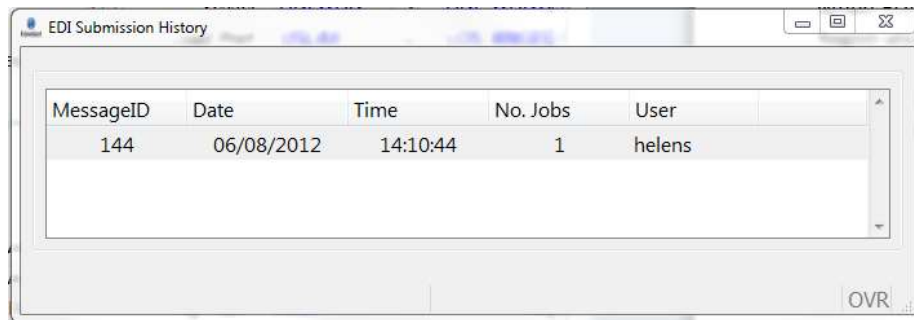


Job Details	Container Details	Marks and Numbers	Various Information	Delivery Details
Job Type: S	SEAFREIGHT	Dept: VIS	EDI Sent Flag: Modified	
House Bill: MILL102		Shipping Co: DEMONSTRATION COMPANY		
Master Bill: BILL102				
Cust Code: DEMCON				

On successfully sending the EDI an email will be sent to the Broker EDI Receiving Contacts listed in the Agent Mapping screen. A message will also go to the Internal Responsible Contacts.

When EDI has been sent to a Broker the EDI Date and Time sent will be displayed on the Import Job Registration screen, Various Information tab.

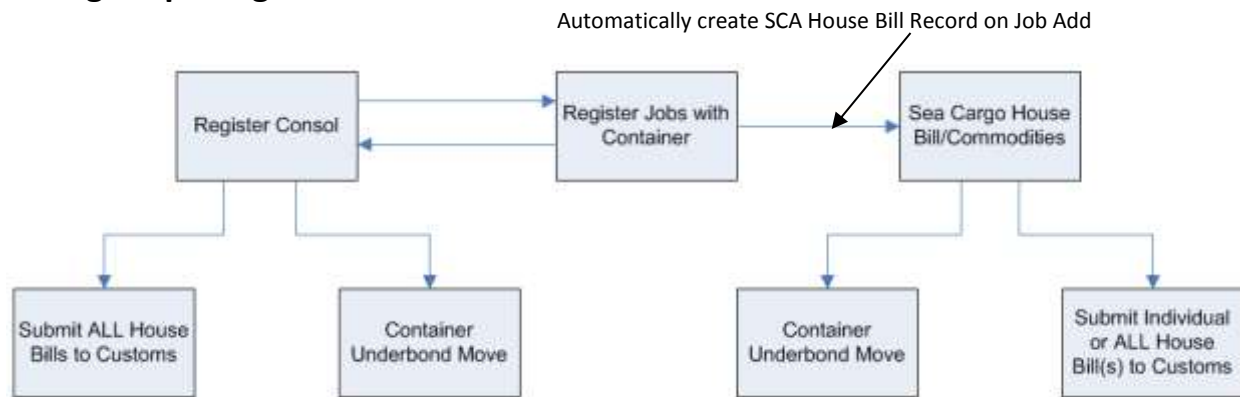
A history of the EDI sent to the Broker can be viewed from 'EDI History' in the Options>More Options menu in the Import Job Registration screen.

A screenshot of a software window titled 'EDI Submission History'. It contains a table with five columns: MessageID, Date, Time, No. Jobs, and User. The first row of data shows MessageID 144, Date 06/08/2012, Time 14:10:44, No. Jobs 1, and User helens. The window has a standard Windows-style title bar and a scroll bar on the right side of the table.

MessageID	Date	Time	No. Jobs	User
144	06/08/2012	14:10:44	1	helens

Double click on a row in this screen to view the original file contents.

Sea Cargo Reporting Process Workflow



Creation of a Consol and related Jobs will automatically create the Sea Cargo House Bill Records provided a House Bill number and Master bill number are provided within the Job Registration Creation. Any updates to Jobs are automatically updated through to Sea Cargo House Bill Records providing the Cargo Reporting has not already been submitted to Customs.

If a job is linked to an existing Consol, a Sea Cargo House Bill Record will be automatically created from the details of the job registration screen provided an existing SCR for the house bill has not already been submitted to Customs.

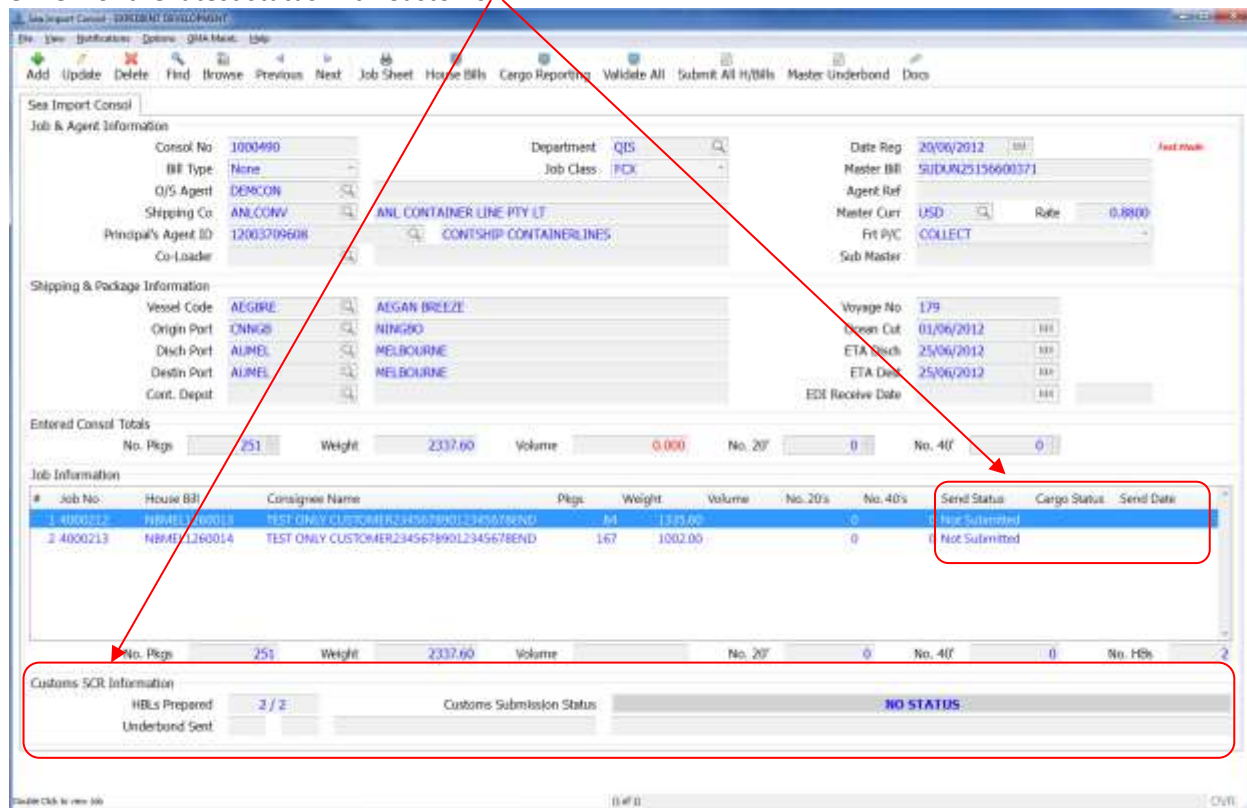
Validation and Submission of all the House Bills in a Consol can be performed from the Consol screen via the Validate All and Submit All Buttons.

Alternatively individual Sea Cargo House Bills can be submitted from each job registration screen.

Consol - Customs Status information

Once the consol and jobs have been created in Expedient and the subsequent Cargo Reporting House Bills exist, the Consol Screen allows users to Validate and Submit all House Bills to Customs at one time.

The Customs SCR Information section on the Sea and Air Consol Registration screen provides a quick overview of the latest status with Customs.

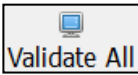


Field Name	Description	Validation	Default
Send Status	This indicates the current status of the SCR House Bill	System Generated	Blank
Cargo Status	This is the Customs EDI Status of Un-Modified Shipments: - Not Submitted *Being Submitted - FAILED - In Progress - Submitted - OK with Warnings This is the Customs EDI Status of Modified Shipments: - Not Submitted *Being Submitted - FAILED - In Progress - Submitted, SINCE MODIFIED - OK with Warnings, MODIFIED	System Generated	Customs

Field Name	Description	Validation	Default
Send Date	This is the date the SCR House Bill submission was made	System Generated	Blank
HBLs Prepared	This indicates the number of jobs and the number of SCR House Bills associated with the Consol. This provides a quick indication of any missing SCR House Bills	System Generated	Blank
Customs Submission Status	This is the overall status of the submission of SCR House Bills	System Generated	Blank
Underbond Sent	This is the status of any underbond moves submitted	System Generated	Blank

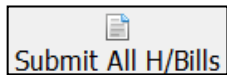
VALIDATE ALL SCR HOUSE BILLS

This option provides the ability to check for any errors in the SCR House Bills **before** submission to Customs.

This option is available from the Consol Sea Registration screen, toolbar button  **Validate All**. Expedient will perform the same validation as if you wanted to submit the SCR House Bills straight away.

SUBMIT ALL SCR HOUSE BILLS

All House Bills associated with a Consol can be submitted from the Sea Consol Registration screen using the



Submit All H/Bills tool bar button.

Expedient will validate that all the required Customs information is present for all the House Bills. If all information is present SCR House Bills will be submitted.

If there are any missing details Expedient will display a list of the missing items for each House Bill.

For example,

Customs SCR Submission

Customs SCR Submission Details

Master Bill SUDUN2471660004 Validation Errors **11**

House Bill	Sender Ref	Submission Results
QDMEL1250054	101819	Failed Submission
<u>HOUSE BILL NO. 2</u>	<u>101839</u>	Failed Submission

#	Commodity ID	Validation Errors
		Mandatory Field Missing: Lloyd's Number
		Mandatory Field Missing: Principal Agent's ID
		Mandatory Field Missing: Shipper Name
		Mandatory Field Missing: Shipper Address
1	<u>SUDU1757791</u>	Mandatory Field Missing: Goods Description

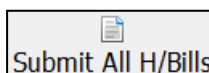
OK

OVR

Click on the House Bill number to view any listed errors in the pop up screen.

Double click on the House Bill number to open the House Bill in a separate screen to fix the errors.

If a container number is shown in the Commodity ID column of this screen double click on the container number to go straight to the Sea Cargo Commodity screen to fix the error.



When all errors have been fixed use the Submit All H/Bills again to submit to Customs. Any SCR House Bills that had been unsuccessfully submitted will be re-submitted provided all the mandatory details have been provided.

Sea Cargo House Bill Screen

These records will be automatically created once a Consol and Jobs have been created (provided Masterbill and House Bill fields have been populated).

Sea Cargo House Bill Reporting - EXPEDIENT DEVELOPMENT

File View Communications Options Tools GMA Maint. Help

Add Update Delete Find Browse Previous Next Commodity Details Validate House Submit House View EDI History

Details Addresses **Extra Info**

House Information

O/Bill SUDUN25156600371 EDI Status - N Not Submitted Test Mode
H/Bill NBMEL1260013 User ID Sub. Date
Consol No 1000490 Sender Ref 101820 Ver. 0
Reference 4000212 Parent Bill
Cargo Status Lines 1
Customs Response

Transport Details

Principal Agent ID 12003709608 CONTSHIP CONTAINERLINES
Lloyd's No 8202367 Voyage ID 179

Port Details

Port Destination AUMEL Port Discharge AUMEL
Port Loading CNNGB Orig Port Load CNNGB First Port

Misc Details

Country of Origin CN CHINA, PEOPLES REPUBLIC OF
Payment Method CC COLLECT

Party Details

Consignee's Name TEST "ONLY" CUSTOMER
Shipper's Name

Commodity Details

#	Container No	Size	Consign	Type	Weight	Cargo Status
1	SUDU6754692		FOK			

Double-click for Commodity Details. (1 of 2) OVR

Field Name	Description	Validation	Default
O/Bill	This is the Ocean Bill number	Optional	Job registration

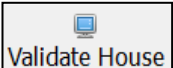
Field Name	Description	Validation	Default
EDI Status	The Sea Cargo Report Status – This is the internal Status of the Sea Cargo House Bill. This can consist of: Create, Replace, Withdraw. This is the Customs EDI Status of Un-Modified Shipments: (1) Not Submitted (2) *Being Submitted (3) FAILED (4) In Progress (5) Submitted (6) OK with Warnings This is the Customs EDI Status of Modified Shipments: (1) Not Submitted (2) *Being Submitted (3) FAILED (4) In Progress (5) Submitted, SINCE MODIFIED (6) OK with Warnings, MODIFIED	System Generated	Customs
User ID	This is the username that created the Sea Cargo House Bill	System Generated	Username
Sub. Date	This is the SCR Creation Date	Mandatory	Today
Sender Ref	This is the Job Number/Submission number	System Generated	Blank
Ver.	This is the version of the message submitted to Customs	System Generated	Blank
H/Bill	This is the House Bill Number	Mandatory	Job Registration
Consol No	This is the Consol number	Mandatory	Job Registration
Reference	This is the reference for the submission	Optional	Blank
Parent Bill	This is the reference for the Parent Bill	Optional	Blank
Cargo Status	This is the Overall Customs Status for the Sea Cargo Report	Mandatory	Blank
Lines	This is the number of lines associated with the House Bill	System Generated	Blank

Field Name	Description	Validation	Default
Customs Response	This is the message received from Customs	System Generated	Customs
Principal Agent's ID	The shipping line or airline responsible for the operation of a ship or aircraft for a voyage or a flight. Agent's Masterfile is accessible from the Sea Cargo Reporting Menu – CMR Principal Agent ID's	Mandatory	Customer Masterfile
Lloyd's Number	This is the Lloyds number of the vessel	Optional	Blank
Voyage ID	This is the Voyage ID of the vessel	Optional	Blank
Port Destination	This is the Destination Port. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Port Discharge	This is the Discharge Port. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Port Loading	This is the Load Port. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Orig Port Load	This is the originating load port. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
First Port	This is the first port. Use the  to perform a lookup on the ISO Port Masterfile	Optional	Blank
Country of Origin	This is the Country of Origin. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Payment Method	This is the payment method	Mandatory	Job Registration
Consignee's Name	This is the full name of the Consignee	Optional	Job Registration
Shipper's Name	This is the full name of the Shipper	Optional	Job Registration
Container No	This is the container number	Optional	Job Registration
Size	This is the size of the container	Optional	Job Registration
Consign	This is the job type	Optional	Job Registration
Type	This is the type of container	Optional	Job Registration

Field Name	Description	Validation	Default
Weight	This is the gross weight of the Container	Optional	Job Registration
Cargo Status	This is the status of the submission to Customs	System Generated	Blank
Addresses Tab			
Consignee	This is the Name and Address Details	Mandatory	Job Registration
Shipper	This is the Name and Address Details	Mandatory	Job Registration
Extra Info Tab			
Freight Forwarder Ind	This is the Freight Forwarder Indicator. This must not be null.	Mandatory	"N"
Responsible Party ID	This is the Responsible Party ID	Optional	Blank
Overseas Routing Codes	These are the Overseas Routing Codes	Optional	Blank

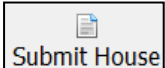
VALIDATE HOUSE

This option provides the ability to validate the information in the SCR House Bill before submission. Use the

toolbar button  **Validate House** in the Sea Cargo House Bill Reporting screen.

SUBMIT HOUSE

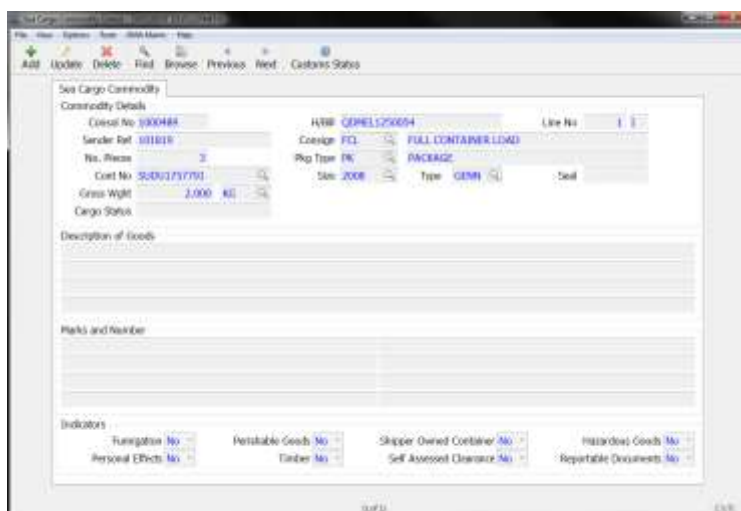
This option provides the ability to submit one SCR House Bill at a time provided the SCR House Bill has not already been submitted. This option is available from the Sea Cargo House Bill Reporting screen, toolbar

button.  **Submit House**

Any errors arising from missing information will be displayed in a separate pop up screen.

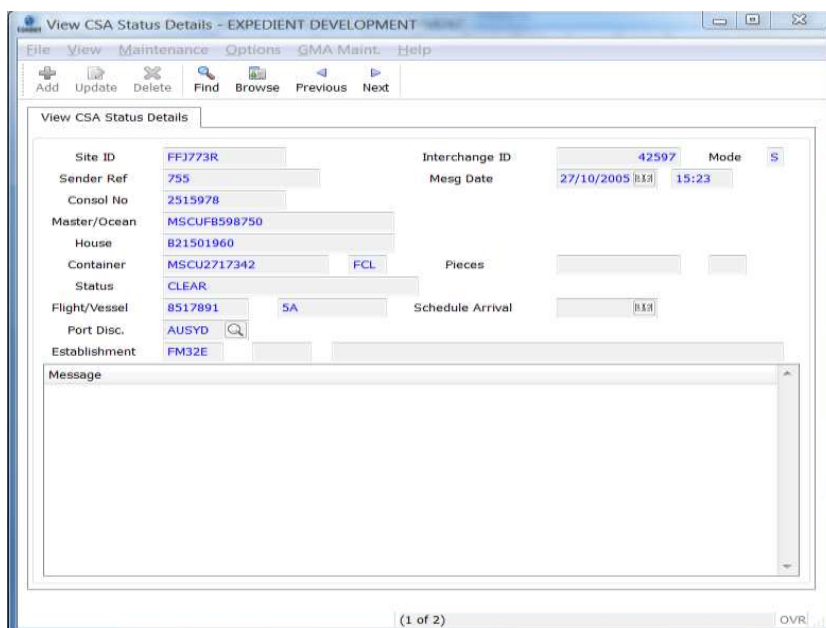
COMMODITY DETAILS

Commodity Details consist of the container number and related information. This information is sent to Customs. A record is created per container number.



CUSTOMS STATUS

This screen allows users to see the Customs Status Information including the actual message as sent from Customs.



VIEW RAW MESSAGE

This is the Raw Message that Customs have sent to Expedient.

COMMUNICATION - DELETE LINES

Allows users to Delete Commodity Lines from Cargo Reporting.

COMMUNICATION – WITHDRAW HOUSE CARGO REPORT

A withdrawal allows users to withdraw a Cargo Report that has already been successfully submitted to Customs.

COMMUNICATION - RE-INSTATE HOUSE CARGO REPORT

Allocates a new Sender's Reference Number to a withdrawn SCR. This allows users to re-submit to Customs.

VIEW HOUSE EDI HISTORY

This displays one record per Message that was sent and received from Customs.

VIEW HOUSE ERROR DETAILS

This screen displays the Latest Errors/Warnings received from Customs for the SCR House Bills.

UNDERBOND MOVE

This screen allows users to Submit/Withdraw and View the Underbond Movement to Customs. It also allows users to view any errors and EDI History

SCR Consignment Underbond Move - EXPEDIENT DEVELOPMENT

File View Options Tools GMA Maint. Help

Add Update Delete Find Browse Previous Next Submit Underbond View Underbond Errors

Details

Submission Details

Sender Ref / EDI Status **TEST MODE**

User Id Date

Movement Details

House Bill Send Ref Vessel No Voyage No

Orig Etab ID

Dest Etab ID

Request Reason

Movement Mode

Disc Etab ID

Tranship Dest Port Movement Vessel Voyage

Cargo Type	Container No	Ocean Bill	House Bill	Consignee Ref	Pieces	Packaging

(No Documents Selected) OVR

Sea Cargo Reporting Reports

ALERTS

The following Alerts can be reported on via this screen:

1. Cargo Reporting Submitted but with No Customs Status
2. Cargo Reporting Submitted with a FAILED status
3. Cargo Reporting Submitted with a HELD status
4. Cargo Reporting Jobs Listing
5. Groupage not Sub/Failed

CMR SCR STATUS REPORT (BRANCH)

This report provides the most recent status for Consols registered within the selected date range.

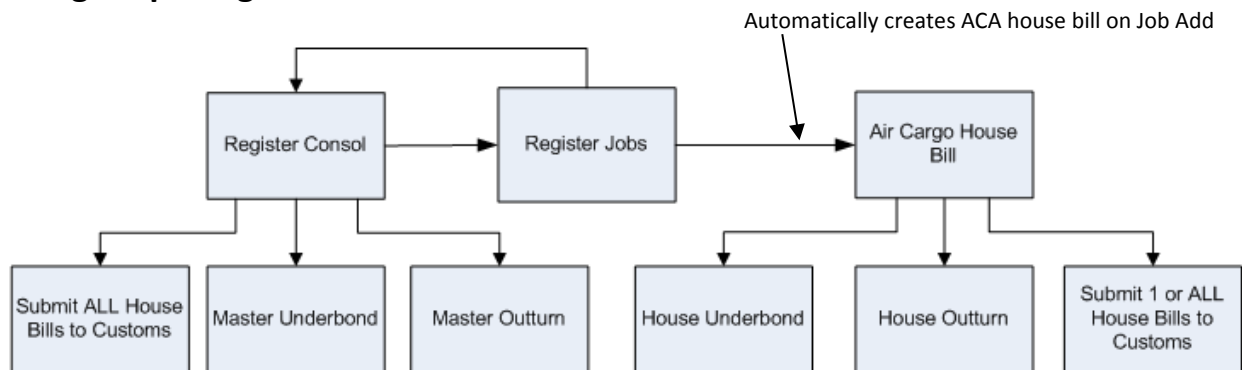
Date: 27/02/2012		SEA CARGO AUTOMATION REPORT			Page: 1
Time: 11:09:29		GAVIN MILLMAN & ASSOC. (AUST)			
		From 01/01/2010 to 27/02/2012			
House Bill Number	Ocean Bill Number	shipper name		Consignee name	
Voyid	Dest	stat.code	stat.date	stat.time	

Consol No: 5970094					

H09000577	00LQ3042237450	SINO HONG KONG AMERICAN C		REPCO AUSTRALIA PTY	
0098	ADMEL	CLEAR	27/02/2009	11:36	

This report is also available as an automated Monthly and Quarterly Report. Please find the report codes MTHCMRSCR and QTACMRSCR in the Automatic Reporting folder.

Air Cargo Reporting Process Workflow



Creation of a Consol and related Jobs will automatically create Air Cargo House Bills provided a House Bill number and Masterbill number are provided.

Any updates to the Consol are automatically followed through to ACR from the Consol Registration Screen provided the Cargo Reporting has not already been submitted to Customs.

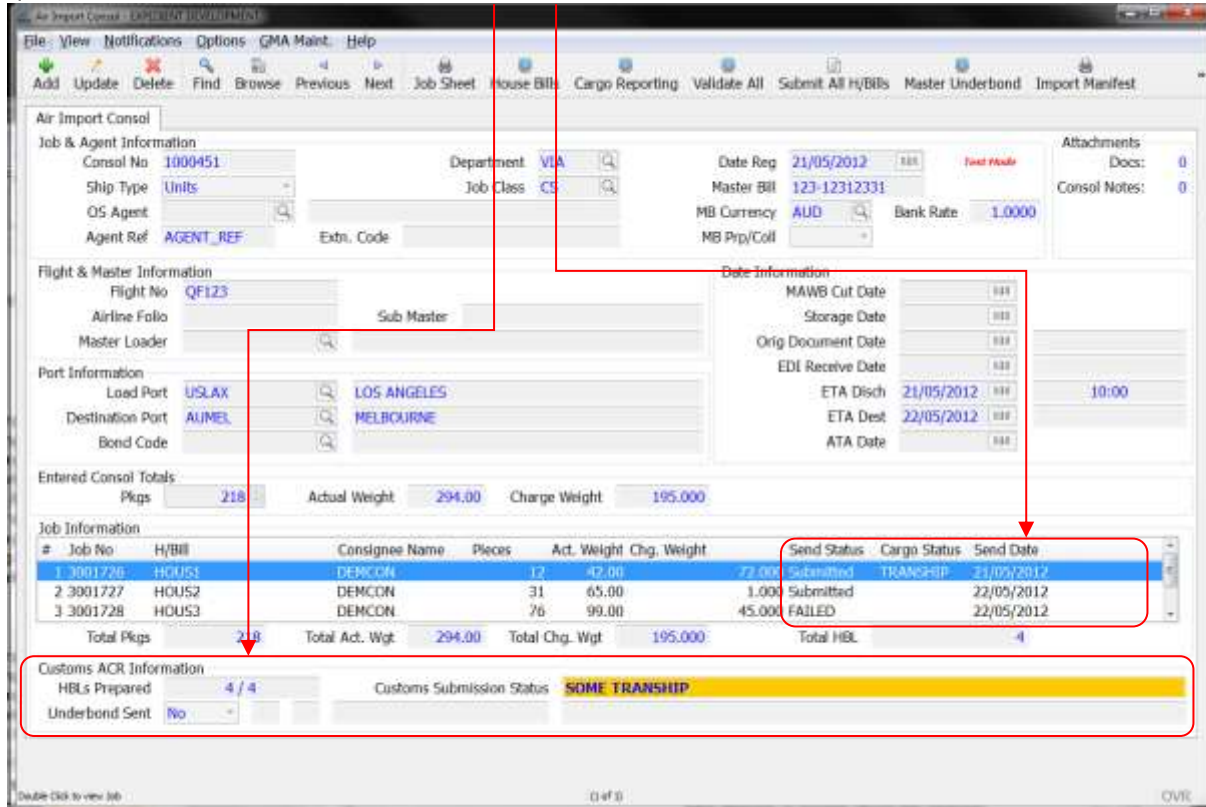
If a house bill is linked to an existing Consol, an Air Cargo House Bill Record will be automatically created from the details of the job registration screen provided an existing ACR for the house bill has not already been submitted to Customs.

Validation and Submission of all the House Bills in a Consol can be performed from the Consol screen. Alternatively individual house bills can be submitted from each job registration screen.

Consol – Customs Status information

Once the consol and jobs have been created in Expedient and the subsequent Cargo Reporting House Bills exist, the Consol Screen allows users to Validate and Submit all House Bills to Customs at one time.

The Customs Cargo Reporting Information section on the Sea and Air Consol Registration screen provides a quick overview of the latest status with Customs.



The screenshot shows the 'Air Import Consol' screen. The 'Job Information' table is as follows:

#	Job No	H/Bill	Consignee Name	Pieces	Act. Weight	Chg. Weight	Send Status	Cargo Status	Send Date	
1	3001726	HOU51	DEMCON	12	42.00	72.00	Submitted	TRANSHIP	21/05/2012	
2	3001727	HOU52	DEMCON	31	65.00	1.00	Submitted		22/05/2012	
3	3001728	HOU53	DEMCON	76	99.00	45.00	FAILED		22/05/2012	
Total Pkgs				218	Total Act. Wgt	294.00	Total Chg. Wgt	195.000	Total HBL	4

The 'Customs ACR Information' section shows:

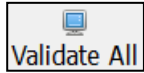
- HBLs Prepared: 4 / 4
- Underbond Sent: No
- Customs Submission Status: **SOME TRANSHIP**

Field Name	Description	Validation	Default
Send Status	This indicates the current status of the ACR House Bill	System Generated	Blank
Cargo Status	This is the Customs EDI Status of Un-Modified Shipments: - Not Submitted *Being Submitted - FAILED - In Progress - Submitted - OK with Warnings This is the Customs EDI Status of Modified Shipments: - Not Submitted *Being Submitted - FAILED - In Progress - Submitted, SINCE MODIFIED - OK with Warnings, MODIFIED	System Generated	Customs

Field Name	Description	Validation	Default
Send Date	This is the date the ACR House Bill submission was made	System Generated	Blank
HBLS Prepared	This indicates the number of jobs and the number of ACR House Bills associated with the Consol. This provides a quick indication of any missing ACR House Bills	System Generated	Blank
Customs Submission Status	This is the overall status of the submission of ACR House Bills	System Generated	Blank
Underbond Sent	This is the status of any underbond moves submitted	System Generated	Blank

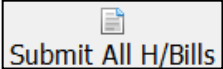
VALIDATE ALL

This option provides the ability to check for any errors in the ACR House Bills before submission to Customs.

This option is available from the Consol Air Registration screen, toolbar button  **Validate All**. Expedient will perform the same validation as if you wanted to submit the ACR House Bills straight away.

SUBMIT ALL ACR HOUSE BILLS

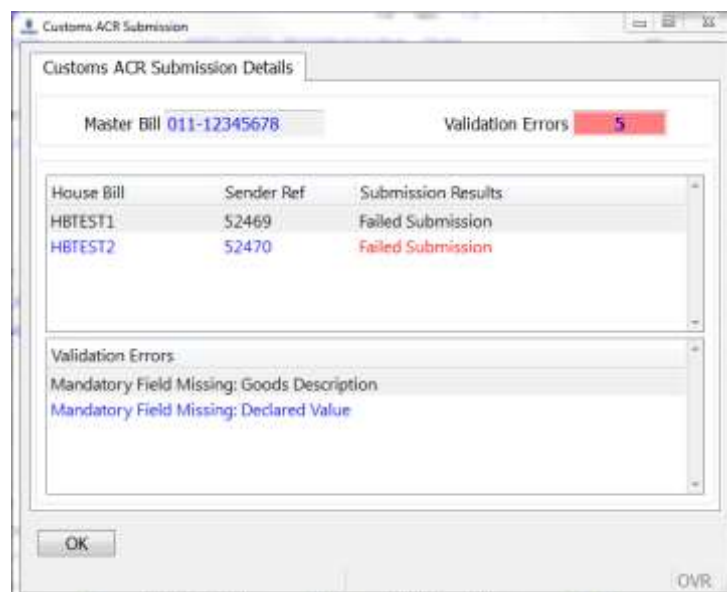
All House Bills associated with a Consol can be submitted from the Air Consol Registration screen using the

 **Submit All H/Bills** tool bar button.

Expedient will validate that all the required information is present for all the House Bills. If all information is present ACR House Bills will be submitted.

If there are any missing details Expedient will display a list of the missing items for each House Bill.

For example,



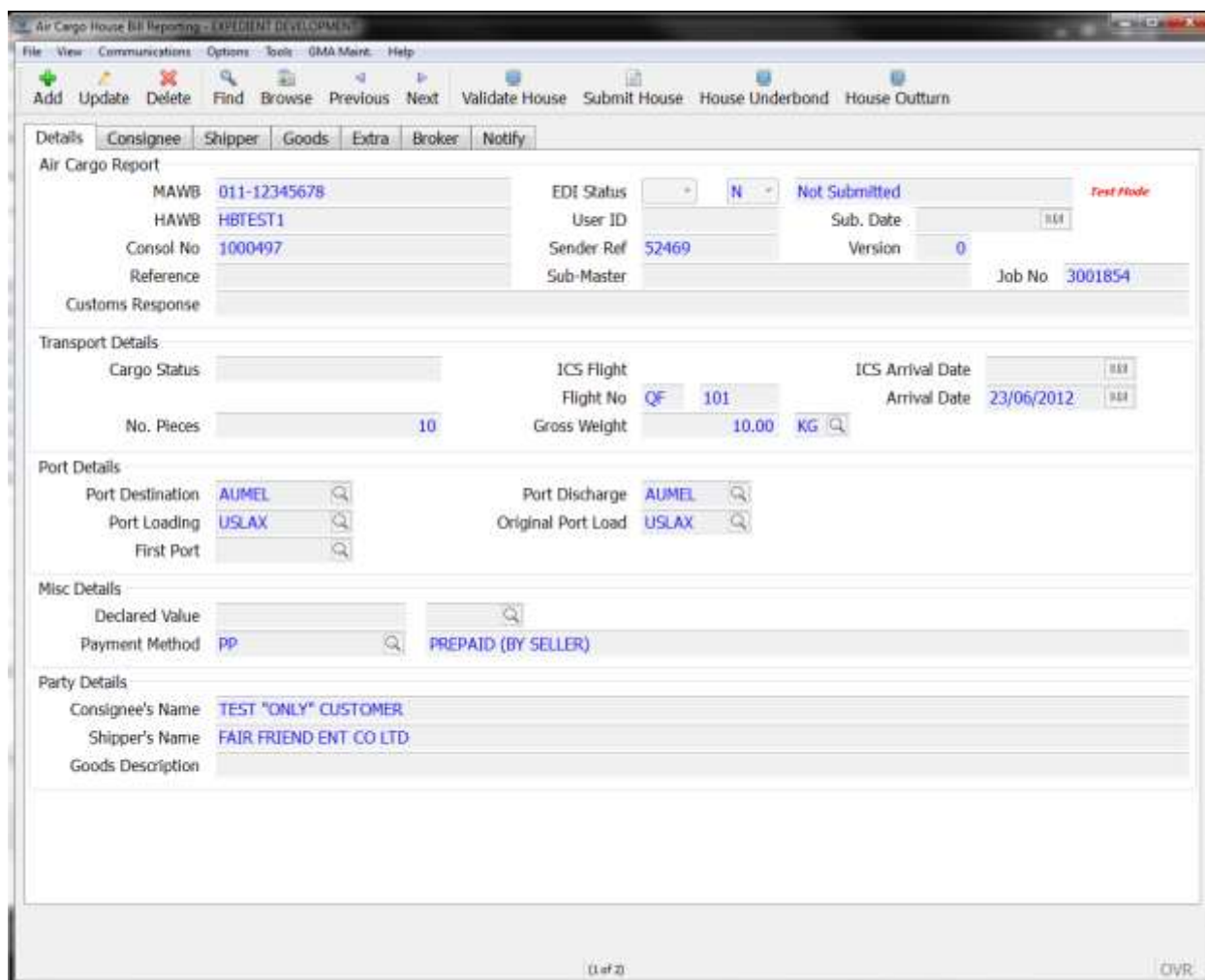
Click on the House Bill number to view any listed errors in the pop up screen.

Double click on the House Bill number to open the House Bill in a separate screen to fix the errors.

When all errors have been fixed use the [Submit All H/Bills](#) again to submit to Customs. Any ACR House Bills that had been unsuccessfully submitted will be re-submitted provided all the mandatory details have been provided.

Air Cargo House Bill Screen

These records will be automatically created once a Consol and Job(s) have been created (provided Masterbill and House Bill fields have been populated).



Air Cargo House Bill Reporting - EXPEDIENT DEVELOPMENT

File View Communications Options Tools GMA Mark Help

Add Update Delete Find Browse Previous Next Validate House Submit House House Underbond House Outturn

Details Consignee Shipper Goods Extra Broker Notify

Air Cargo Report

MAWB: 011-12345678 EDI Status: N Not Submitted Test Mode
 HAWB: HBTST1 User ID: Sub. Date: 001
 Consol No: 1000497 Sender Ref: 52469 Version: 0
 Reference: Sub-Master: Job No: 3001854
 Customs Response:

Transport Details

Cargo Status: ICS Flight: ICS Arrival Date: 001
 Flight No: QF 101 Arrival Date: 23/06/2012 001
 No. Pieces: 10 Gross Weight: 10.00 KG

Port Details

Port Destination: AUMEL Port Discharge: AUMEL
 Port Loading: USLAX Original Port Load: USLAX
 First Port:

Misc Details

Declared Value: Payment Method: PP PREPAID (BY SELLER)

Party Details

Consignee's Name: TEST "ONLY" CUSTOMER
 Shipper's Name: FAIR FRIEND ENT CO LTD
 Goods Description:

(1 of 2) OVR

Field Name	Description	Validation	Default
MAWB	This is the Master Airway Bill number	Optional	Job registration

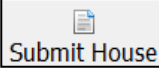
Field Name	Description	Validation	Default
EDI Status	The Air Cargo Report Status – This is the internal Status of the Air Cargo House Bill. This can consist of: Create, Replace, Withdraw. This is the Customs EDI Status of Un-Modified Shipments: • Not Submitted • *Being Submitted • FAILED • In Progress • Submitted • OK with Warnings This is the Customs EDI Status of Modified Shipments: • Not Submitted • *Being Submitted • FAILED • In Progress • Submitted, SINCE MODIFIED • OK with Warnings, MODIFIED	System Generated	Customs
User ID	This is the username that created the Sea Cargo House Bill	System Generated	Username
Sub. Date	This is the SCR Creation Date	Mandatory	Today
Sender Ref	This is the Job Number/Submission number	System Generated	Blank
Version	This is the version of the message submitted to Customs	System Generated	Blank
HAWB	This is the House Airway Bill Number	Mandatory	Job Registration
Consol No	This is the Consol number	Mandatory	Job Registration
Reference	This is the reference for the submission	Optional	Blank
Sub-Master	This is the reference for the Sub-Master Airway Bill	Optional	Blank
Job No	This is the job number	System Generated	Job Registration
Customs Response	This is the message received from Customs	System Generated	Customs

Field Name	Description	Validation	Default
Cargo Status	This is the Overall Customs Status for the Sea Cargo Report	Mandatory	Blank
ICS Flight	This is the flight number and airline	Mandatory	Job Registration
ICS Arrival Date	This is the arrival date	Mandatory	Blank
No. of Pieces	This is the number of pieces on the house bill	Mandatory	Job Registration
Gross Weight	This is the gross weight for the house bill and the UOM	Mandatory	Job Registration
Port Destination	This is the Destination Port. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Port Discharge	This is the Discharge Port. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Port Loading	This is the Load Port. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
Original Port Load	This is the originating load port. Use the  to perform a lookup on the ISO Port Masterfile	Mandatory	Blank
First Port	This is the first port. Use the  to perform a lookup on the ISO Port Masterfile	Optional	Blank
Declared Value	This is the declared value for Customs for the house bill	Mandatory	Job Registration
Payment Method	This is the payment method	Mandatory	Job Registration
Consignee's Name	This is the full name of the Consignee	Optional	Job Registration
Shipper's Name	This is the full name of the Shipper	Optional	Job Registration
Goods Description	This is the description of the goods	Optional	Job Description
Addresses Tab			
Consignee	This is the Name and Address Details	Mandatory	Job Registration

Field Name	Description	Validation	Default
Shipper	This is the Name and Address Details	Mandatory	Job Registration
Goods			
Goods	This is a description of the goods	Optional	Blank
Extra			
Freight Fowarder Ind	This indicates a freight forwarder	Optional	Blank
Responsible Party	This is the freight forwarder responsible for the submission	Optional	Blank
Reportable Documents	This indicates if there are any reportable documents	Optional	Blank
Personal Effects	This indicates if there are any personal effects associated with this house bill	Optional	Blank
Self-Assessed Clear	This indicates if the self-assessment is clear	Optional	Blank
Special Report No	This is the special Reporter Number	Optional	Blank
Insurance	This is the value for insurance	Optional	Blank
Freight Value	This is the value of the freight followed by the currency	Optional	Blank
Broker Tab			
Broker Details	This is the name, address and contact details for the broker	Optional	Blank
Notify Tab			
Notify Details	This is the name, address and contact details for the notifying party	Optional	Blank

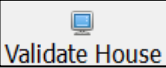
SUBMIT HOUSE

This option provides the ability to submit one ACR House Bill at a time provided the ACR House Bill has not already been submitted. This option is available from the Air Cargo House Bill Reporting screen,

toolbar button  **Submit House**. Any errors arising from missing information will be displayed in a separate pop up screen.

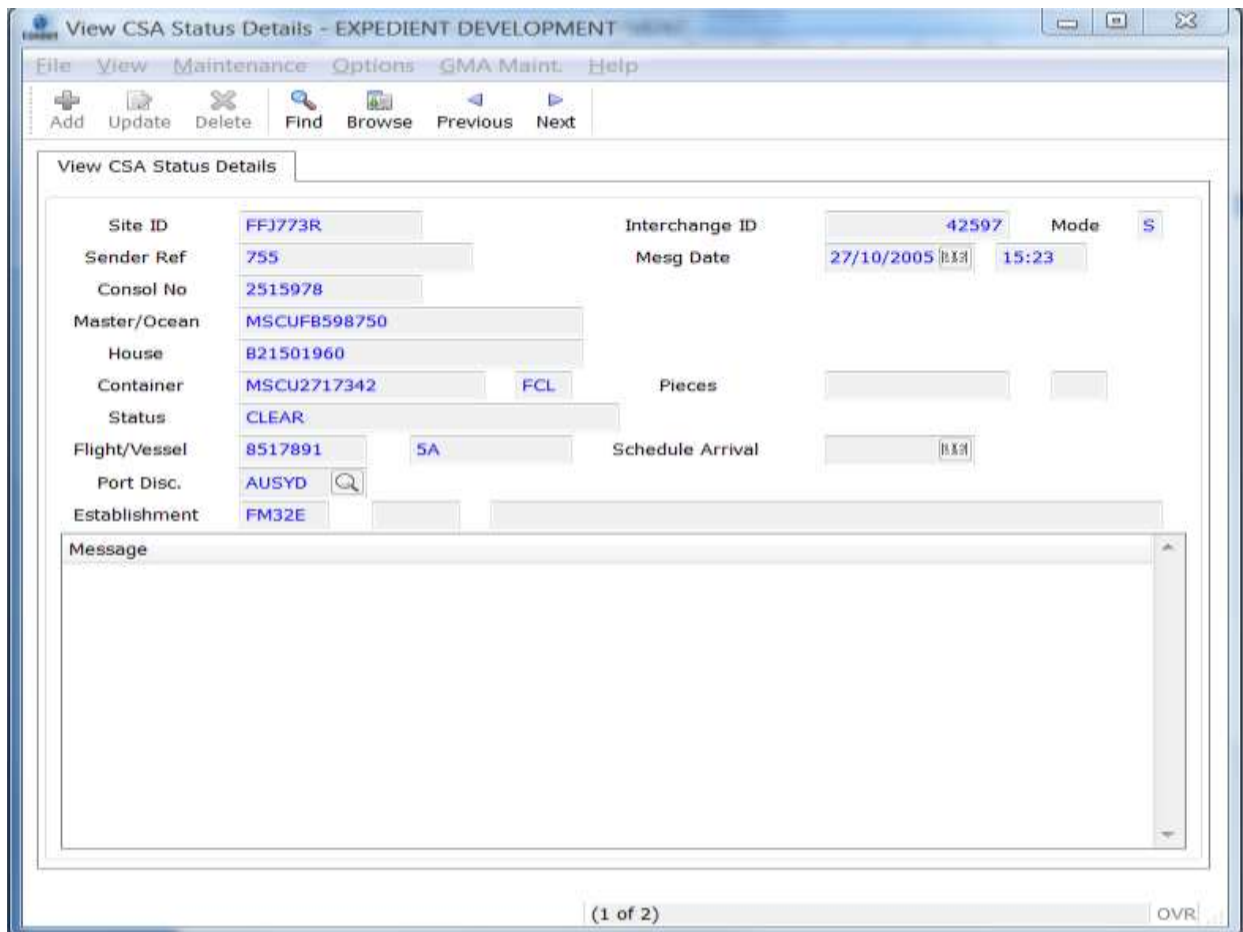
VALIDATE HOUSE

This option provides the ability to validate the information in the ACR House Bill before submission. Use the

toolbar button  **Validate House** in the Air Cargo House Bill Reporting screen.

CUSTOMS STATUS

This screen allows users to see the Customs Status Information including the actual message as sent from Customs.



View CSA Status Details - EXPEDIENT DEVELOPMENT

File View Maintenance Options GMA Maint. Help

+ Add - Update X Delete Find Browse Previous Next

View CSA Status Details

Site ID	FFJ773R	Interchange ID	42597	Mode	S
Sender Ref	755	Mesg Date	27/10/2005	15:23	
Consol No	2515978				
Master/Ocean	MSCUF8598750				
House	821501960				
Container	MSCU2717342	FCL	Pieces		
Status	CLEAR				
Flight/Vessel	8517891	5A	Schedule Arrival		
Port Disc.	AUSYD				
Establishment	FM32E				

Message

(1 of 2) OVR

VIEW RAW MESSAGE

This is the Raw Message that Customs have sent to Expedient.

COMMUNICATION - DELETE LINES

Allows users to Delete Commodity Lines from Cargo Reporting

COMMUNICATION - WITHDRAW HOUSE CARGO REPORT

A withdrawal allows users to withdraw a Cargo Report that has already been successfully submitted to Customs

COMMUNICATION - RE-INSTATE HOUSE CARGO REPORT

Allocates a new Sender's Reference Number to a withdrawn SCR. This allows users to re-submit to Customs.

VIEW HOUSE EDI HISTORY

This displays one record per Message that was sent and received from Customs

VIEW HOUSE ERROR DETAILS

This screen displays the Latest Errors/Warnings received from Customs for the ACR House Bills.

UNDERBOND MOVE

This screen allows users to Submit/Withdraw and View the Underbond Movement to Customs. It also allows users to view any errors and EDI History

AIR UNDERBOND REQUEST

This option is available from the Air Import Job Registration screen and the Customs Job Registration screen, Options menus. This option is available for Air Import jobs where there is no Consol. This option is intended for use where a non-forwarder is required to move the cargo underbond.

Air Cargo Reporting Reports

ALERTS

The following Alerts can be reported on via this screen:

1. Cargo Reporting Submitted but with No Customs Status
2. Cargo Reporting Submitted with a FAILED status
3. Cargo Reporting Submitted with a HELD status
4. Cargo Reporting Jobs Listing
5. Groupage not Sub/Failed

CMR ACR STATUS REPORT (BRANCH)

This report provides the most recent status for Consols registered within the selected date range.

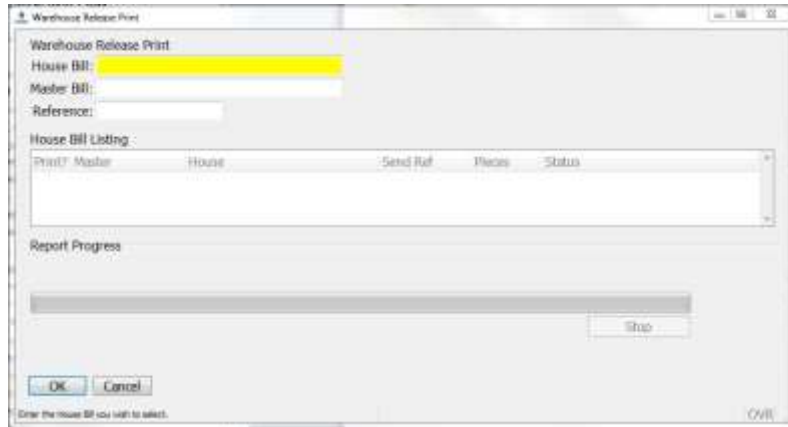
Date: 25/06/2012 Time: 17:19:19		AIR CARGO AUTOMATION REPORT GAVIN MILLMAN & ASSOC. (AUST) From 01/06/2012 to 25/06/2012				Page: 1	
HAWB flight no	MAWB Dest f.time	Arrival date pieces	stat.coda	shipper name stat.date	stat.time	Consignee name	Goods description
Consol No: 1000232							
SQUIGGLE 123	160-70931906 AUSYD	22/06/2012 12	ASDF WITHDRAWN	22/06/2007	12:29	ASDF	ASDF
Consol No: 1000454							
TESTJDBBY 124	081-89845856 AUMEL :90	08/06/2012 29	SHIPPY CLEAR	06/09/2007	14:46	TEST "ONLY" CUSTOMER	DFAS
Consol No: 1000456							
AIRHOUSE 123	000-12345678 AUSYD 4:30	05/06/2012 1	ARC INTERNATIONAL GROUP CLEAR	31/06/2007	11:30	TEST "ONLY" CUSTOMER	GOODS
AIRHOUSE2 123	000-12345678 AUSYD 4:30	05/06/2012 7	SHIPPER NAME CLEAR	04/09/2007	15:08	TEST "ONLY" CUSTOMER	HELLO
Consol No: 1000459							
KANTTEST 668	080-11111111 AUMEL 4:00	07/06/2012 1	CHUCKLE INT CORP CLEAR	04/09/2007	15:45	TEST "ONLY" CUSTOMER	ASDFASFS
Consol No: 1000462							
MELAA3001805 123	081-30012850 :	12/06/2012 7	***SOANAR ONLY*** CLEAR	31/06/2007	12:34	TEST "ONLY" CUSTOMER	ADASPASD
MELAA3001816 123	081-30012850 :	12/06/2012 41	T V CHUNG ENTERPRISE CO LTD CLEAR	04/09/2007	07:52	TEST "ONLY" CUSTOMER	ASDFAS
Consol No: 1000463							
IPCHB 123	TBS-TIPC AUSYD :	12/06/2012 10	CLEAR	04/09/2007	14:45		STUFF
Consol No: 1000464							
IPCHB2 123	TBS-TIPC AUSYD :	12/06/2012 10	CLEAR	07/09/2007	08:34		STUFF
Consol No: 1000464							
IPCHB3 123	TBS--TIPC3 AUSYD :	12/06/2012 10	CLEAR	28/06/2007	13:07		STUFF

This report is also available as a Monthly and Quarterly AutoReport from the Automatic Reports folder – MTHCMRACR and QTACMRACR.

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Consol No:	HAWB	MAWB	Arrival date	shipper name	Consignee name	Goods description	Flight no	Dest	f.time	pieces	stat.coda	stat.date	stat.time
2	37E1346	DE1-76747222	000-996666	25/06/2012	DEMACON SUPPLIER	DEMONSTRATION CUSTOMER	GOODS	3	AUMEL	:	1	CLEAR	10/11/2006	10:59
3	37E1346	HOUSE1	000-996666	25/06/2012	DEMACON SUPPLIER	DEMONSTRATION CUSTOMER	GOODS	3	AUMEL	:	23	CLEAR	8/11/2006	10:14
4	37E1346	HOUSE2	000-996666	25/06/2012	DEMACON SUPPLIER	DEMONSTRATION CUSTOMER	GOODS	3	AUMEL	:	1	CLEAR	7/11/2006	16:44
5	7000009	TEST_KANGH	TES_KANGH	25/06/2012	ALKS/O	ASDFACCC	GOOD 1	123	AUSYD	:	123	CLEAR	18/10/2006	12:09
6	7000010	TEST_KANG1	TES_KANG1	25/06/2012	ALKS/O	ASDFACCC	GOOD 1	123	AUSYD	:	123	CLEAR	17/10/2006	13:03

Print Warehouse Release

This option provides an 'Authority to Release' form for selected House Bills. Printing of the House Bill is only permitted where the Customs Status is CLEAR, CONDCLEAR and TRANSHIP. The form cannot be printed if there is no Customs Status or if the Status is HELD or UNDERBOND APPROVAL RESCINDED.



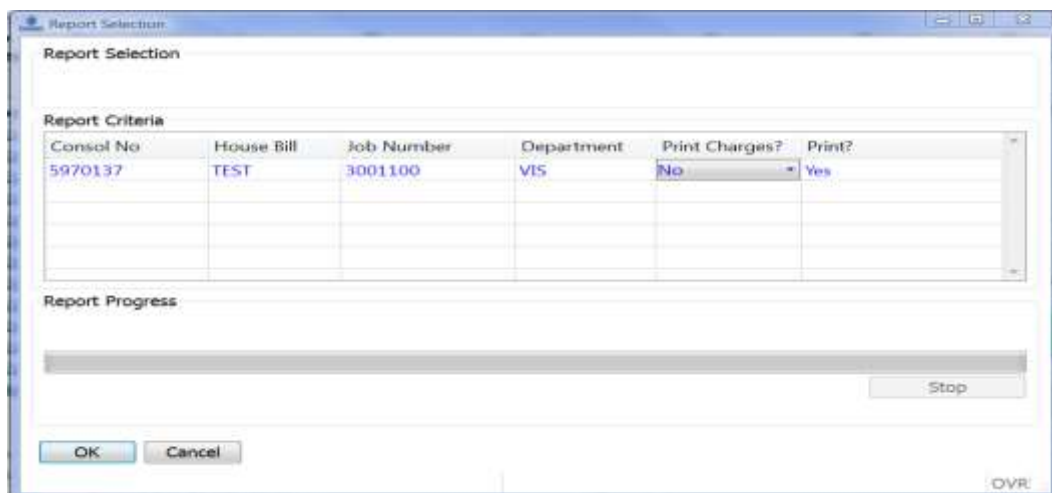
Field Name	Description	Validation	Default
House Bill	Enter the House Bill if only one House Bill requires a Release	Optional	Blank
Master Bill	Enter the Master Bill to print Releases for multiple House Bills	Optional	Blank
Reference	Enter a reference to search on	Optional	Blank
House Bill Listing	The House Bills found matching the search criteria are listed here. Select which House Bills to print releases for by selecting Yes or No in the Print? Column	N/A	System Generated



Notifications

ARRIVAL NOTICE/DELIVERY ORDER

This option is located under the Notifications Toolbar. The Arrival Notice gives the user the option to print the charges.




Expedient
software

EXPEDIENT SOFTWARE

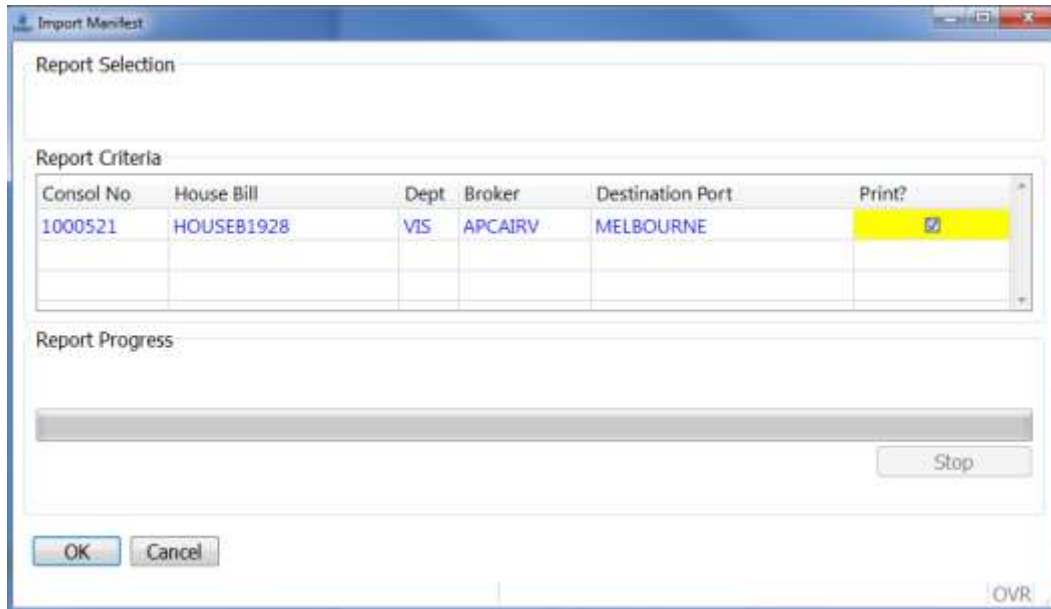
A.B.N. 20 079 873 626
Unit 256
53 McCormack STREET
12345678901234567890 VIC 3207
PH: (03) 9354 1112
FAX: (03) 9354 2223
www.gmaust.com.au

FCL ARRIVAL NOTICE

SUPPLIER BUSAK SHAMBAN PTE LTD SING		OUR REF: VIS 1000621 DATE: 24/07/2012 CC REF: 3001907 CUST REF: CUREDFFF Subject to our standard trading terms and conditions, copy available upon request.	
CONSIGNEE TEST ONLY CUSTOMER23456789012345678END 123 DEMO ADDRESS DEMO SUBURB DEMO CITY VIC 3040		CARGO AVAILABLE FROM SECON FREIGHT LOGISTICS LCL DEPOT: B SHED LINK CRT BROOKLYN VIC 3025 TEL:0393934444	
NOTIFY PARTY THE FORWARDER PTY LTD 264 BAY STREET VIC 3207		DEHIRE DEPOT HAMBURG SUD AUSTRALIA PTY LTD 10TH FLOOR 607 BOURKE STREET MELBOURNE VIC 3000	
OCEAN VESSEL / VOYAGE / LLOYD'S NO		OCEAN BILL OF LADING 3333	HOUSE BILL OF LADING HOUSEB1928
PORT OF LOADING LOS ANGELES	PORT OF DISCHARGE/ DISCHARGE DATE 01/09/2012	ULTIMATE DESTINATION/ ARRIVAL DATE MELBOURNE 10/09/2012	
MARKS & NOS. 88 WIDGETS	PKGS 88	DESCRIPTION OF GOODS WIDGETS	GR WGT 890.00 KG
		MEAS. 666.00 M3	
ORIGINAL REQUIRED		FEEDER VESSEL FIRST VESSE	
CONTAINER TYPE CONLL939	SEAL NO 20FT X 8FT GP	CONTAINER TYPE SEAL3939	SEAL NO

PRINT MANIFEST

The Print Manifest is available from the Notifications menu and from the toolbar button in the Consol screen.



Report Selection

Report Criteria

Consol No	House Bill	Dept	Broker	Destination Port	Print?
1000521	HOUSEB1928	VIS	APCAIRV	MELBOURNE	☒

Report Progress

Stop

OK Cancel

OVR

Import Seafreight Manifest

Consol No: 1000283 VIS
E.T.A: 28/08/2011
Vessel: ANL KOKODA 0008S
Lloyds: 9117777
Port Load: PORT MORESBY
Port Disc: MELBOURNE
M/Bill: 555

EXPEDIENT SOFTWARE

A.B.N. 20 079 873 626
 Unit 256
 53 McCormack STREET
 12345678901234567890 VIC 3207
 PH: (03) 9354 1112
 FAX: (03) 9354 2223
 www.gmaust.com.au



H. Bill No/ Job No/ Containers	Shipper / Consignee	Marks & Nos.	Pkgs	Commodity	Kgs.	Cbm.
HOUSEBILL 3001518	BUSAK SHAMBAN PTE SINGAPORE	MARKS AND NUMBER	1 BAG	GOODS	2.00	3.000
	TEST ONLY PO BOX 156 ESSENDON VIC 3040			ORIGINAL REQUIRED		
HOUSEBILL3 3001351 10207891	AMIGO TRADING SG		4		5.00	4.000
	TEST ONLY PO BOX 156 ESSENDON VIC 3040			ORIGINAL REQUIRED		
Totals:			5		7.00	7.000

PRINT TRANSHIPMENT NOTIFICATION

The Print of the Transhipment Notification is available under the Notifications Toolbar.

**EXPEDIENT SOFTWARE**

A.B.N. 20 079 873 626
Unit 256
53 McCormack STREET
12345678901234567890 VIC 3207
PH:(03) 9354 1112
FAX:(03) 9354 2223
www.gmaust.com.au

From HELEN STAPELY**Date** 28 August 2012

Transhipment Notification

Your shipment has been successfully transhipped as per above details.

OUR REF:	3001311
CONSIGNEE:	
YOUR REF:	
HOUSE BILL:	AUMELAS3001311
VESSEL:	ANL KOKODA 0008N12
SHIPPING LINE:	A1 FABULOUS
REFERENCE:	
ETD DATE:	22/12/2011
NEW VESSEL:	
CUT OFF DATE:	21/12/2011

Please do not hesitate to contact us if you require any further information.

PRINT TRANSHIPMENT REQUEST

The Print of the Transhipment Notification is available under the Notifications Toolbar.



EXPEDIENT SOFTWARE

A.B.N. 20 079 873 626
 Unit 256
 53 McCormack STREET
 12345678901234567890 VIC 3207
 PH:(03) 9354 1112
 FAX:(03) 9354 2223
 www.gmaust.com.au

From HELEN STAPELY

Date 28 August 2012

Request For Transhipment Details

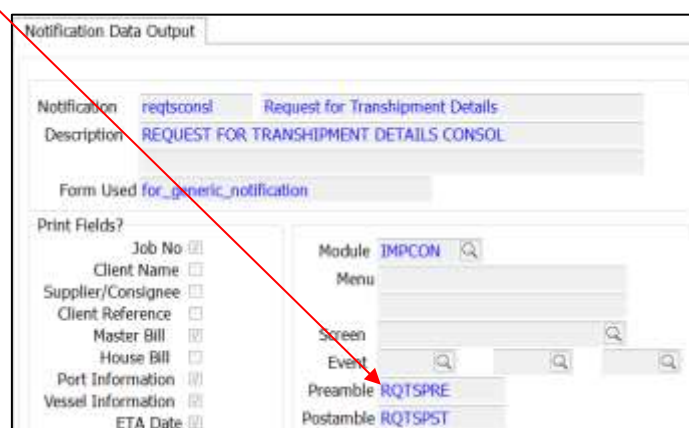
Please advise promptly the Oncarrying Vessel for the following shipment.

Could you please also check the Container Number and advise any other details that may have changed.

OUR REF: 8000652
 BILL OF LADING: 8000652
 ORIGINAL VESSEL: ANL KOKODA
 TRANSHIPMENT PORT:
 ETD: 22/12/2011
 CONTAINER NO: FSCU12345678
 FSCU12345678
 ABCD1234569
 ABCD1234570
 ABCD1234571
 ABCD1234572
 ABCD1234573
 ABCD1234574
 ABCD1234575
 ABCD1234576
 ABCD1234577
 ABCD1234578
 ABCD1234579

Please Note: The Pre-Amble and Post-Amble information is found in the Administration Menu under Company Details Menu/ Generic Notifications and Input Terms Printouts.

The below Generic Notification Screen shows the Transhipment Notification with the Pre and Post Ambles information.



In the Input Terms Screen, search for the two codes. Once you have found this, then users can alter this information:



Forwarding Reports

Master Forwarding Report

This report allows users to choose up to 9 different reports. These reports are listed below:

- Jobs by O/S Agent - Detail
- Jobs List by Client – Detail
- Consol by O/S Agent
- Volume – Consignee Order
- Volume – Country Order
- Volume – Shipping Line Order
- Jobs Summary by O/S Agent – Import
- Jobs Summary by O/S Agent - Export
- Jobs Summary by Carrier – Import
- Jobs Summary by Carrier - Export

Generic Consol CSV

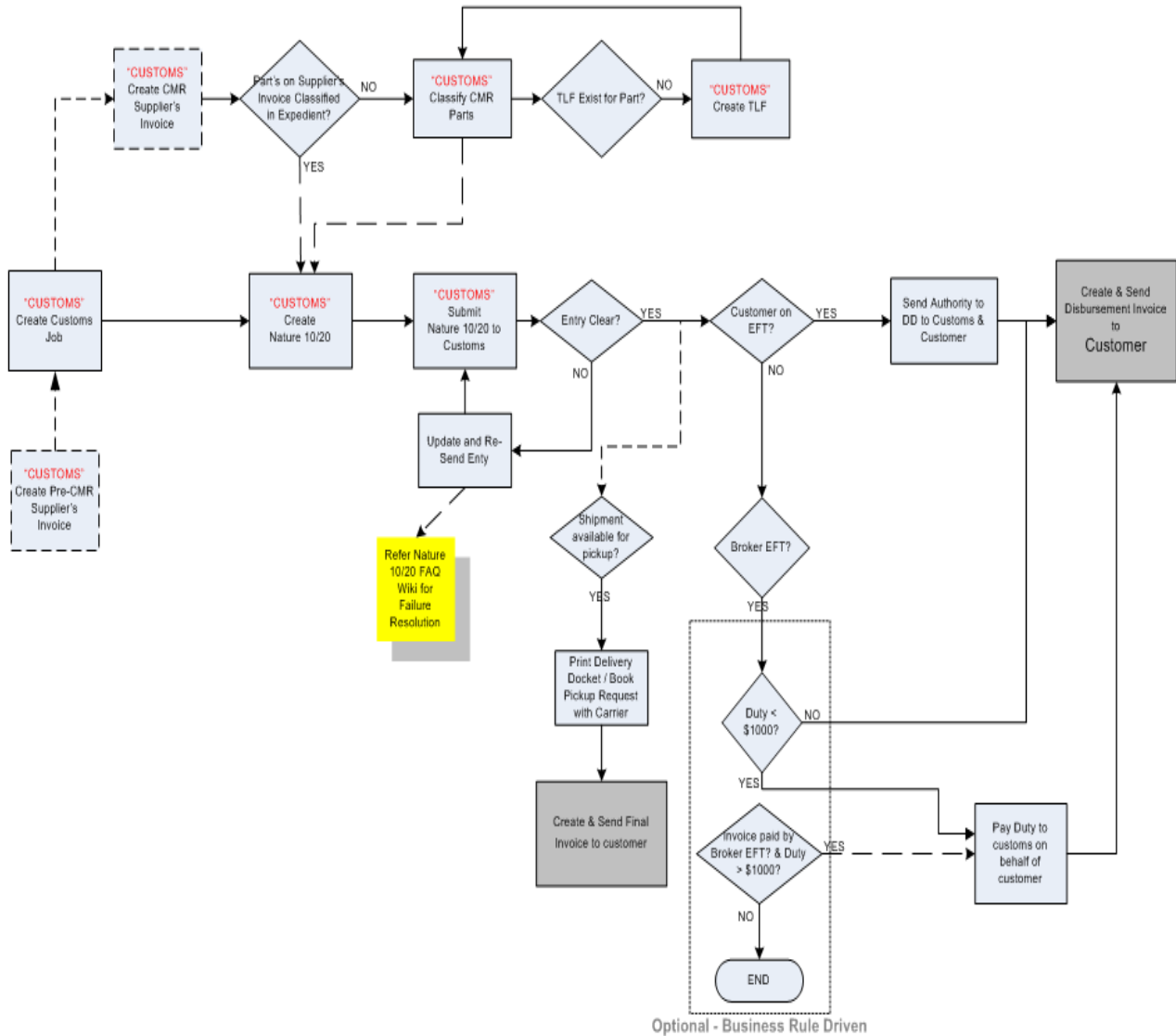
This report allows users to output consol level data into a spreadsheet. This report consists of over 40 fields. If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each consol. The profit includes both Customs and Forwarding related accounts.

Generic Job CSV

This report allows users to output job level data into a spreadsheet. This report consists of over 40 fields. If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each job. The profit includes both Customs and Forwarding related accounts.

Customs

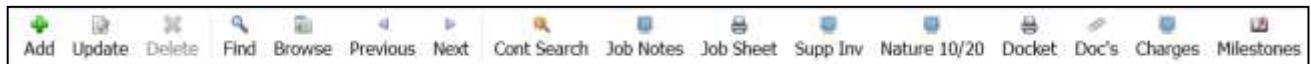
Job Registration, Supplier's Invoice and Customs Entry Process

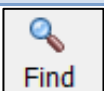
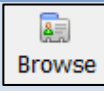
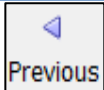
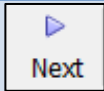
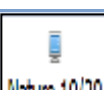
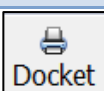
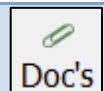


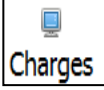
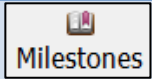
Job Registration Screen

COMMAND KEYS

Most toolbar buttons can be accessed by a Keyboard Short Cut. See below for Short Cut Commands:



Icon	Shortcut Key
	A
	U
	D
	F
	B
	P
	N
	S
	T
	
	

Icon	Shortcut Key
 Charges	C
 Milestones	
Job Details Container Details	Ctrl-Tab

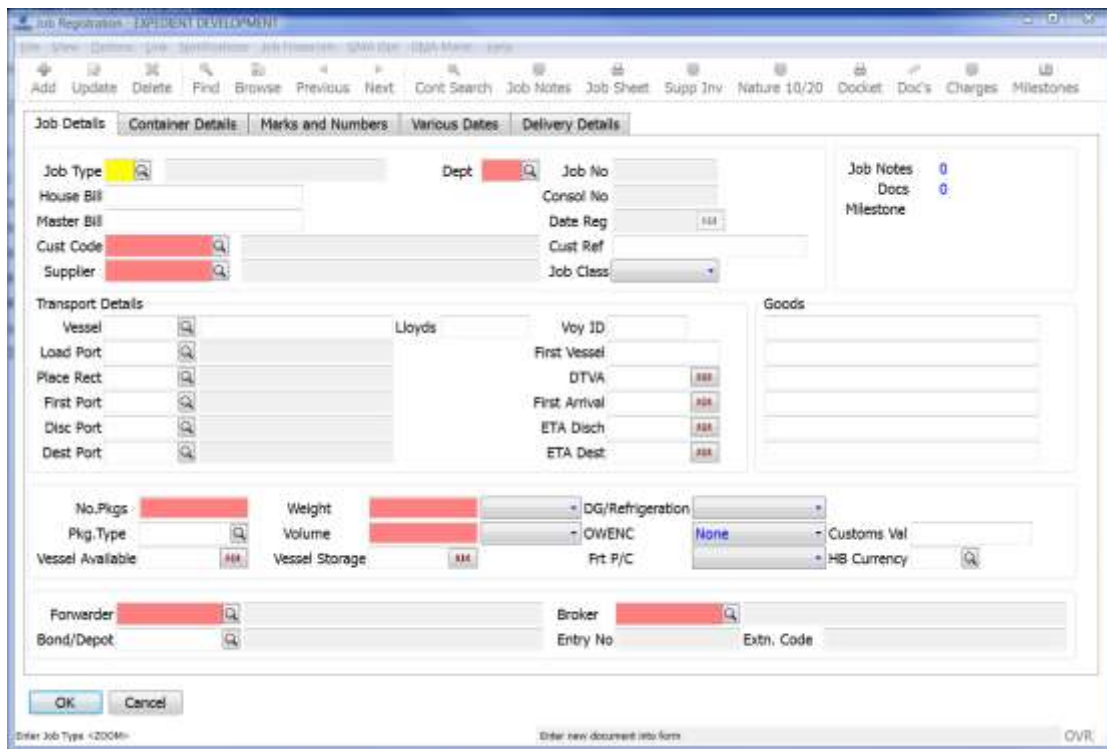
CREATING A JOB

When it is time for you to create a customs shipment, from the Main Menu select **Customs Clearance/Tariff Class, Job Registration** function

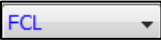


By clicking the **Add** button or typing A will place the cursor in the input screen in Add Mode.

See below:



Field Name	Description	Validation	Default
Job Type	This is the type of Job in which you are creating. You can perform a lookup on this field by clicking:  If a Job Type does not exist and you require a new one to be added, then please contact your manager or GMA Support	Mandatory	Blank
Dept	This is the Department that is assigned to the Job. This is a 3 letter code e.g. VIS [Branch] [Import/Export] [Mode of Transport] The branch is based off one of 2 rules: 3. The Branch in which is associated with the user adding the job. OR 4. The Responsible Office branch assigned to the customer code within the Customer Masterfile. The department code will initially default to the user's branch, but after the customer code is entered if there is a valid Branch in the Responsible Branch field then the screen will change the department based on that value. Responsible Office ADELAIDE Branch Please Note: Option 2 must be activated by a GMA staff Member.	Mandatory	User's Branch or Customer Code Responsible Office
House Bill	This is the House Bill of the shipment	Optional	Blank
Master Bill	This is the Master Bill of the shipment	Optional	Blank
Cust Code	This is the Consignee. Once you enter data into this field, two pop-up windows will appear (if this has been activated for this customer). They are the Customs Notes and the Job Registration Notes against this Consignee. You can perform a lookup on this field by clicking:  Please Note: if The Customer's Credit Limit has been exceeded OR the Credit Limit is less than 0 in the Customer Masterfile, an additional popup message will appear informing the user that the customer has Exceeded their credit A customer must be set to Active in the Customer Masterfile to create a job.	Mandatory	Blank

Field Name	Description	Validation	Default
Cust Ref	This is the Consignee's Reference information	Optional	Blank
Agn. Cln.	This field will only appear if the Customer has been set up as an Interstate Agent in the Customer Masterfile i.e. the Customer is acting as an agent for their customers to perform the Customs Clearance. Select the Customer's customer. You can perform a lookup on the field by clicking  .	Optional	Blank
Supplier	This is the Supplier of the goods being shipped. This is linked to the consignee. You can perform a lookup on this field by clicking:  Or you can perform a quick one letter search by typing in the first letter of the Supplier, e.g.: D<tab> will display the look up screen with all supplier's starting with the letter "D"	Mandatory	Blank
Shipping Co	If the import job is for Sea freight this field will appear and it will be populated by the Shipping Company from the Consol if the job is linked to a Consol with a Shipping Line. In this scenario the field cannot be updated. If the Job is not linked to a Consol this field can be updated.	Conditional on link to Consol with a Shipping Company	Blank unless linked to a Consol with a Shipping Company
Job Class	This is the job class of the shipment. Select the drop down selections.  If a Job Class does not exist and you require a new one to be added, then please contact your manager or GMA Support	Optional	Blank
Vessel	This is the vessel which is carrying the shipment. You can perform a look up on this field by clicking:  This vessel information is sourced from the Vessel Masterfile which is found in the Administration Menu	Optional	Blank
Vessel Name	This is the vessel name, and populates from the vessel code	Optional	Vessel Master File
Lloyds	This is the unique Lloyds ID of the Vessel	Optional	Vessels Master File
Voy ID	This is the voyage id of the vessel and its current voyage	Optional	Vessels Master File
Tranship	This is a description of the Transhipment vessel	Optional	Blank
Load Port	This is the Port of Loading of the vessel	Optional	Blank

Field Name	Description	Validation	Default
Place Rect	This is the place in which the vessel is received. This is usually the same as the Load Port	Optional	Blank
First Port	This is the first port of call of the vessel.	Optional	Vessels Masterfile
Disc Port	This is the Port in which the feeder vessel will be discharged at.	Optional	Blank
Dest Port	This is the final destination of the vessel	Optional	Blank
DTVA	This is the Date of Valuation or Bill Cut Date. This is used by Customs to determine the rate of duty (if applicable)	Optional	Blank
First Arrival	This is the date in which the vessel arrives at the First Port	Optional	First Arrival from Vessels Masterfile
ETA Disch	This is the Date in which the vessel arrives at the Discharge Port	Optional	Vessel Masterfile based on Disch Port
ETA Dest	This is the Date in which the vessel arrives at the Destination Port	Optional	Vessel Masterfile based on Dest Port
Goods	This is the description of the goods being shipped. This is set to one line of goods within the Customs Module	Optional	Blank
No.Pkgs	This is the number of packages being shipped	Optional	Blank
Pkg. Type	This is the type of packages being shipped. You can perform a lookup on this field by clicking:  If a Package Type does not exist and you require a new one to be added, then please contact your manager or GMA Support	Optional	Blank
Weight	This is the weight of the goods being shipped	Optional	Blank
Weight Type	This is the type of weight measurement.	Optional	KG
Volume	This is the Volume of the Goods	Optional	Blank
Volume Type	This is the type of Volume	Optional	M3

Field Name	Description	Validation	Default
OWENC	This is the Bill Type of the Shipment. Possible Selections are: • Original • Way Bill • Express • Non Negotiable • Copy Select the drop down for these selections: OWENC None	Optional	Blank
Frt P/C	This describes whether the Freight is Prepaid or Collect	Optional	Blank
Customs Value	This is the Value that Customs will use to define the value of duty paid (if applicable)	Optional	Blank
HB Currency	This is the Currency in which the house bill has been cut under	Optional	Blank
Forwarder	This is the Forwarder who is managing this shipment.  Please Note: If the forwarder is your company and you have the Expedient Forwarding Package then ensure that this is set to OWN COMPANY in the Customer Master File. Own Company? Yes This will ensure that when you Prepare the Charges that the Bill To will populate correctly, allowing you to Invoice the consignee. If registering a job from the Consol Screen the Forwarder Code will default to your company branch.	Mandatory	Blank Or Own Company Branch if registering from Consol
Bond / Depot	This is the Bond Store or Depot which will hold freight once it has arrived	Optional	Blank
Broker	This is the Customs Broker who is clearing this shipment. This can be set to default to a specific code for each customer, which will auto-populate when adding a job. This is set up in the Customer Masterfile in the Importer Tab within the Customs Broker Field: Customs Broker CUSAIR  Please Note: If the Broker is your company, then please make sure that this Code is set to OWN COMPANY in the Customer Master File. Own Company? Yes This will ensure that when you Prepare the Charges that the Bill To will populate correctly, allowing you to Invoice the consignee	Mandatory	Blank or Customer Masterfile Importer Tab

Field Name	Description	Validation	Default																																																																									
Vessel Avail	This is the date in which the Vessel is Available Please Note: This date will get updated from the 1Stop process if this is null.	Optional	Blank																																																																									
Vessel Storage	This is the date in which the storage commences from containers on the vessels Please Note: This date will get updated from the 1Stop process if this is null.	Optional	Vessel Masterfile (1-Stop)																																																																									
DG/Refrigeration	This signifies whether the shipment contains any dangerous goods, or requires refrigeration	Optional	Blank																																																																									
Containers Tab (Sea Freight Only)																																																																												
<table><tr><th>Job Details</th><th>Container Details</th><th>Marks and Numbers</th><th>Various Information</th><th>Delivery Details</th></tr><tr><th>Container No</th><th>Type</th><th>ISO Type</th><th>Seal No</th><th>Dehire</th><th>Available</th><th>Delivery Type</th><th>Delivered Date</th><th>Delivered Time</th><th>Storage</th><th>Required Date</th><th>Required</th><th>Sent?</th><th>Accepted</th><th>Nett Wgt</th><th>Gross Wgt</th><th>Pcs</th></tr><tr><td>1111111111</td><td>FCL</td><td>42RD</td><td>2222</td><td>17/09/2012</td><td>18/09/2012</td><td>TIPPER</td><td></td><td></td><td>20/09/2012</td><td>18/09/2012</td><td>1300</td><td>☐</td><td>☐</td><td>200.000</td><td>520.000</td><td>3</td></tr><tr><td>2222222222</td><td>FCL</td><td>42RD</td><td>5555</td><td>17/09/2012</td><td>18/09/2012</td><td>S/L DOORS REAR</td><td></td><td></td><td>20/09/2012</td><td>18/09/2012</td><td>1300</td><td>☐</td><td>☐</td><td>300.000</td><td>6310.000</td><td>6</td></tr><tr><td>3333333333</td><td>FCL</td><td>22T0</td><td>2114131</td><td>17/09/2012</td><td>18/09/2012</td><td>S/L DOORS REAR</td><td></td><td></td><td>20/09/2012</td><td>18/09/2012</td><td>1300</td><td>☐</td><td>☐</td><td>400.000</td><td>3820.000</td><td>9</td></tr></table>				Job Details	Container Details	Marks and Numbers	Various Information	Delivery Details	Container No	Type	ISO Type	Seal No	Dehire	Available	Delivery Type	Delivered Date	Delivered Time	Storage	Required Date	Required	Sent?	Accepted	Nett Wgt	Gross Wgt	Pcs	1111111111	FCL	42RD	2222	17/09/2012	18/09/2012	TIPPER			20/09/2012	18/09/2012	1300	☐	☐	200.000	520.000	3	2222222222	FCL	42RD	5555	17/09/2012	18/09/2012	S/L DOORS REAR			20/09/2012	18/09/2012	1300	☐	☐	300.000	6310.000	6	3333333333	FCL	22T0	2114131	17/09/2012	18/09/2012	S/L DOORS REAR			20/09/2012	18/09/2012	1300	☐	☐	400.000	3820.000	9
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Container No	This is the Container Number on the Shipment. Use the  to search for containers on other shipments on the same consol as the current house bill. (Forwarding Module only)	Optional	Blank																																																																									
Type	This is the Type of Container, values include: • (F)CL , • (L)CL, • (X)FCX	Mandatory	Blank																																																																									
ISO Type	This is the International Standards Organisation Code for the Container type. Use the  to search the ISO Type Masterfile.	Mandatory	Blank																																																																									
Seal No	This is the Seal Number of the Container Number	Optional	Blank																																																																									
Dehire	This is the date in which the container is de-hired	Optional	Blank																																																																									
Available	This is the date in which the container becomes available for pickup	Optional	Vessels Masterfile (via 1-Stop)																																																																									
Delivered	This is the date in which the container is delivered	Optional	Blank																																																																									
Delivery Type	This is the method in which the FCL is to be delivered, possible values: • S/L Doors Cabin • Tilt Tray • Tipper • S/L Doors Rear	Optional	Blank																																																																									

Field Name	Description	Validation	Default
	- Standard Trailer - Drop Trailer - Unpack & Re-Deliver		
Storage	This is the date in which the container commences storage charges	Optional	Vessel Masterfile (via 1-Stop)
Required Date / Time	This is the date and time in which the container is required	Optional	Blank
Net Weight	This is the Net Weight of the Container after any deductions	Optional	Blank
Gross Weight	This is the Gross Weight of the Container before any deductions. This is the Net Weight plus the Weight of the Container. Please Note: Expedient stores maximum Container Tare Weights which is used to calculate the Gross Weight Value. This can be overridden by a user. See Appendix A	Optional	Net Weight plus Container Tare Weight
Pcs	This is the number of pieces within the container	Optional	Blank
Mark and Numbers Tab			
Marks and Numbers	The marks and numbers used to identify the cargo, not the consignee.	Optional	Blank
Various Information Tab			
Lodgment Date	This is the Date of Lodgement. If the Customs Module is active this is a no-entry field used for display purposes only. This date is populated when a user lodges this job within the Nature 10/20 screen.	Conditional on Customs Module	Nature 10/20 screen
Date of Clearance	This is the Date of Clearance. If the Customs Module is active this is a no-entry field used for display purposes only. This date is populated when Customs send back the Clearance Date as a result of the Nature 10/20 lodgement	Conditional on Customs Module	Nature 10/20 screen
Del. Docket Printed	This is the date in which the first delivery docket was printed. This is a no-entry field used for display purposes only. See "Printing Delivery Docket" section in this document.	N/A	Printing a delivery docket
Depot Date	This is the Date available from the Depot. This is updated in this screen by users	Optional	Blank
Delivery Date	This is the Date in which delivery has taken place. This is updated in this screen by users	Optional	Blank

Field Name	Description	Validation	Default
Date Owner EFT	This is the Date the EFT was processed for Duty payable to Customs. This is a no-entry field and used for display purposes only	Optional	Blank
Date Duty Paid	This is the actual date the duty was paid to Customs. This is a no-entry field and used for display purposes only	Optional	Blank
EDI Manifest Received Date	This is the date that the Job was received. This date appears where the Job was imported from EDI received from the Overseas Agent or from the Importing Forwarder	Optional	EDI
EDI Sent Date	This is the date that the Job was sent by EDI to a Broker.	Optional	EDI
Delivery Details Tab (used for Delivery Docket Print information)			
Deliver To	This is the Delivery Code of the Shipment. This information is automatically populated in Add Mode. The data based off the Clients' Delivery Addresses found in the Customer Master File under the Administration Menu . This screen can hold multiple addresses. Ensure that one address is set as default. The AQIS classification for the delivery postcode will be displayed.	Optional	Customer Masterfile
Deliv Job Note	This is an additional line of Note. Please note that the Clients' Delivery Address Screen also has 5 lines of Special Instructions that Print on the Delivery Docket. This job note will print next to the address, that is specific to this shipment	Optional	Blank
Carrier	This is the Carrier Code of the Shipment. This information is automatically populated in Add Mode if a Delivery Address exists for the Customer. This information is based off the Clients' Carrier found in the Customer Master File under the Administration Menu . This screen can hold different carriers for AIR/ FCL, LCL, Parcel Post. The AQIS classification for the postcode is displayed alongside.	Optional	Customer Masterfile
Carrier Job Note	This is a Carrier Job Note, specific to this shipment	Optional	Blank

CONFIGURING POP-UP NOTES

Expedient allows users to configure what type of notes to pop up at a customer level when registering a job and a Nature 10/20. The following pop up notes can be configured via the Customer Masterfile (Configuration Tab):

- **Delivery Notes** – each time a user clicks on the Delivery Tab in Add/Update mode the Customer's Delivery Notes will pop up
- **Job Registration Notes** – each time a user adds/updates a Job, the Customer's Job Registration Notes will pop up
- **Customs Notes** – each time a user adds/updates a Job and Broker Code is the Own Company, the Customer's Customs Notes will pop up
- **Customs Supplier Notes** – each time a user adds/updates a Job, the Customers' Suppliers Customs Notes will pop up
- **Forwarding Supplier Notes** – each time a user adds/updates a Job, the Customers' Suppliers Forwarding Notes will pop up

General	Debtor	Creditor	Importer	Aviation Security	Forwarder	Carrier	Bank Detail	Configuration
Import Job Registration Pop Up								
Delivery Details - Delivery Notes								No
Add/Update Job - Job Registration Notes								No
Add/Update Job - Forwarding Supplier Notes								Yes
Customs Pop Up								
Add/Update Job - Customs Notes								No
Submit - Customs Notes								No
Add/Update Job - Customs Supplier Notes								Yes
Add/Update Job - ICS Notes								No
Export Air Consol Registration Pop Up								
Add/Update - Agent Notes								Yes
Export Air Job Registration Pop Up								
Add/Update Job - Job Registration Notes								Yes
Export Sea Consol Registration Pop Up								
Add/Update - Export Sea Notes								Yes
Add/Update - Agent Notes								Yes
Export Sea Job Registration Pop Up								
Add/Update Job - Job Registration Notes								Yes

AUTO-DELIVERY DATE UPDATE

On the occasion whereby you are not performing the delivery for customers, but you want to complete the job to force a delivery date to be populated. This would occur on occasions you have KPI set up with your customers, or you have the Expedient Customer Web Portal. The below configuration screen against the Customer allows users to set the number of Days after clearance where the delivery date is to be populated.

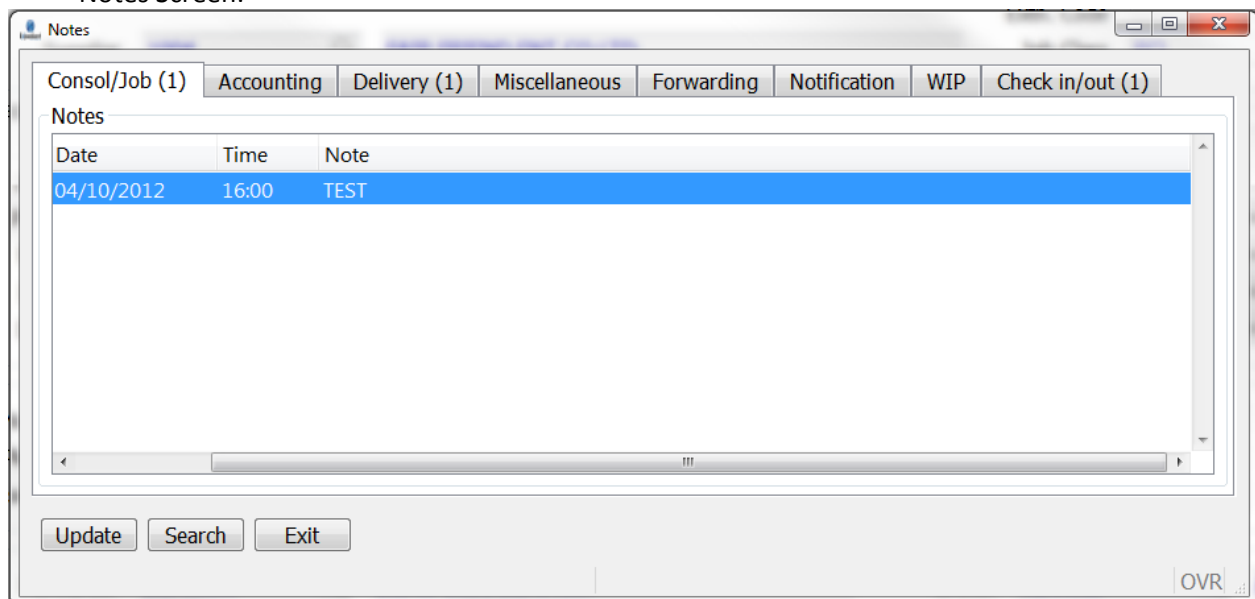
Auto Import Delivery Date Update	
Auto-update Import Delivery Date?	Yes
Auto-update	20 days after Clearance

ADDING NOTES

Once you have created a job, you can add various Notes to the Job. This is available once a job is selected or created and resides in the Options, Job Notes/References.

These are made up of:

- **Job Notes** – Prints on the Job Sheet, and pops up when users create or update a Job and the Broker Code is your own company and is set to yes for this Customer in the Customer Masterfile.
- **Accounting Notes** – For Information Only
- **Delivery Notes** – Prints on the Job Sheet, Billing Sheet and Delivery Dockets
- **Miscellaneous** - For Information Only
- **Forwarding** - Pops up when users create or update a Job and the Forwarder Code is your own company and is set to yes for this Customer in the Customer Masterfile. Below is a screen shot of the Notes Screen:



Notes against the Consol are available to view from Consol Notes/References in the Options menu in the Job Registration screen.

PRINTING WORK SHEETS

Once you have completed the Job Registration Creation process, and all of the data is saved that you require, you can now print the various Work Sheets, these are:

Job Sheet – Available via Options, and a Button on the toolbar in the Job Registration screen

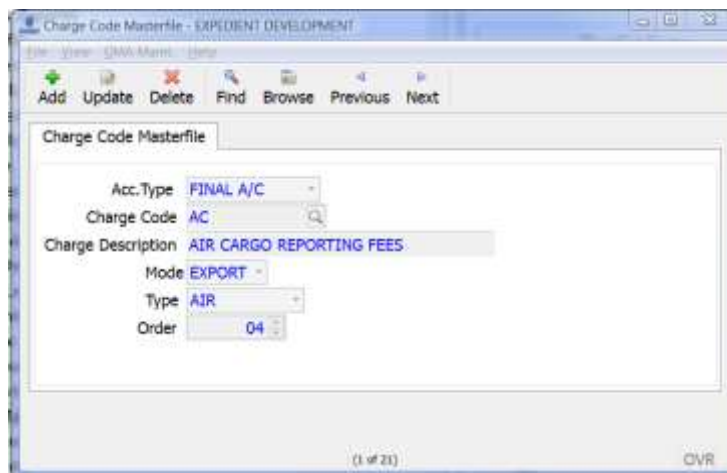
- Sea
- Air
- Parcel Post
- Miscellaneous
- Private Doc's Cover Sheet - Available via Options
- Private Bar Code Sheet via Options

PRINTING BILLING SHEETS

Printing Charge Sheets is available via the Options. The Charge Codes and Descriptions are initially configured and maintained by Super Users. To Set up Charge Codes, go to Menu/Administration/Company Details/Billing Sheet Maintenance. Charge Sheets and Charge Code are set up by:

- Acc. Type (Disbursements/Finals)
- Charge Code
- Mode (Export/Import)
- Type (Air, FCL, LCL)
- Print Order

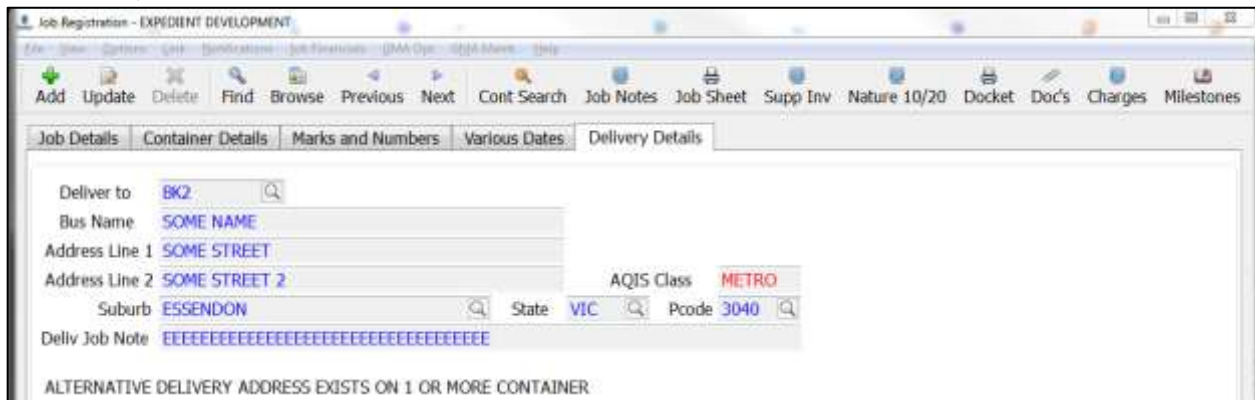
See below screen shot:



You can re-print any of the Work Sheets at any time as long as a job displayed in the Job Registration Screen.

PRINTING DELIVERY DOCKET

To print a delivery docket, users must ensure the Delivery Details information is completed in the Delivery Details Tab, see below:

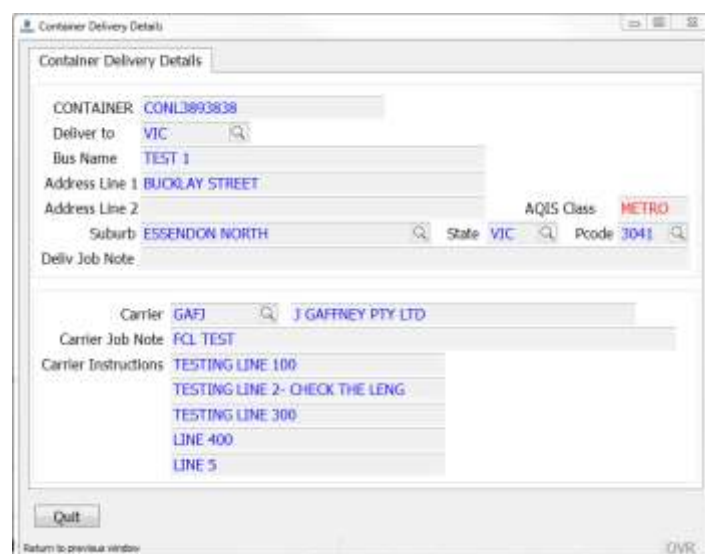


The above Delivery Address is stored at the Job level.

In the case of FCL Jobs, if a user requires the ability to store a different address for each container, they can select the container within the container details tab, and click on the Container Delivery Details Button at the bottom of the Screen, see below:

Job Details	Container Details	Marks and Numbers	Various Dates	Delivery Details			
Container No	Type	ISO Type	Seal No	Dehire	Available	Alt Addr	Delivery Type
FSCU1000009	FCL	2020	1234	02/09/2011	02/09/2011		DROP TRAILER
TRLU2000007	FCL	2020	1234	05/09/2011	05/09/2011	YES	DROP TRAILER
CGMU3000007	FCL	2020	1234			YES	S/L DOORS REAR
CGMU5000006	FCL	2020	1234				S/L DOORS REAR
CGMU6000000	FCL	2020	1234				STND TRAILER
CGMU7000005	FCL	2020	1234			YES	STND TRAILER
CGMU8000000	FCL	2020	1234			YES	STND TRAILER
CGMU9000000	FCL	2020	1234			YES	DROP TRAILER
Container Delivery Details							

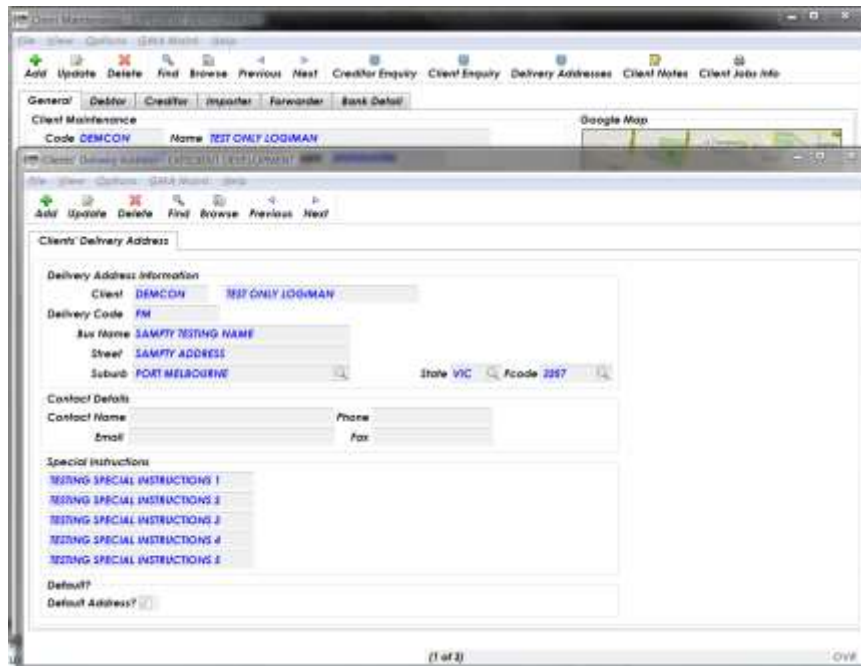
Once the user has clicked on this button they will be able either free type the Delivery Name and Address or zoom on the Delivery to field which searches all of the delivery addresses for that customer from the Customer Masterfile.



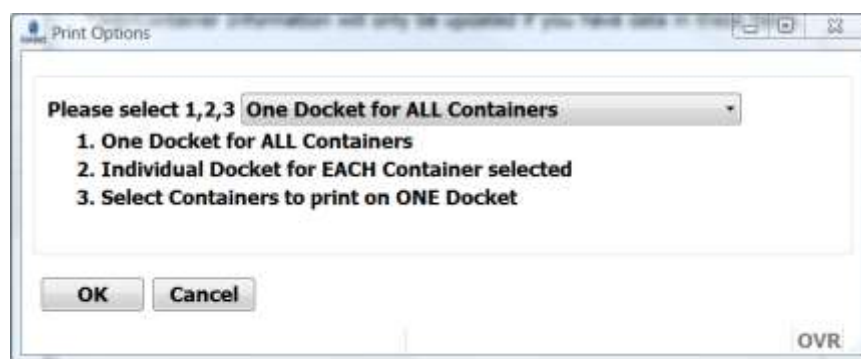
Once the user has saved the container delivery address the Containers Screen will display YES in the Alt Addr Column, and display the text “ALTERNATIVE DELIVERY ARRANGEMENTS EXISTS FOR CONTAINER” when that container is highlighted. If the user decides that they don’t wish to store a different delivery address for that container then they can click the Clear button which will remove that address and use the default address stored in the Delivery Details Tab.

To add delivery addresses for a Customer, go to **Administration Menu- Customer Masterfile – Delivery Address Button**

See below:



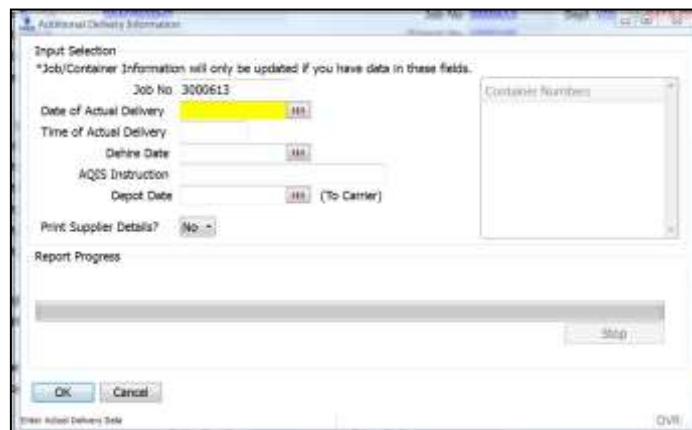
Container Numbers must also be entered for Sea Freight Shipments in order to print a Delivery Docket. This is available via the Docket Button. When users select this, the below screen will appear:



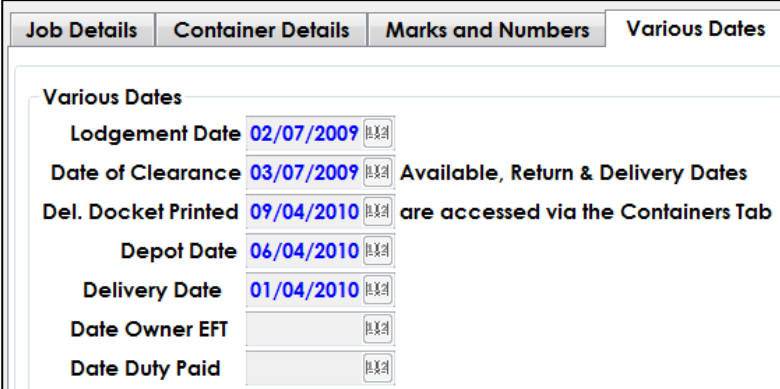
This allows users to control what containers print on which docket.

Please Note: Users can only print one docket for ALL Containers if there are no individual container delivery addresses for the shipment. If a user selects to print one delivery docket for selected containers and both containers have the same address stored in the container details tab BUT have different Carrier/Job Notes, the system will still allow the user to print 1 docket but will only print 1 of the job notes.

The below screen allows users to input various information for the Delivery Docket.



Enter any information that is relevant to your job:

Field Name	Description	Validation	Default
Job No	Enter the Job Number if using this from the Customs Clearance Menu. If you are running this program from the Registration Screen then the Job Number will be auto-populated.	Mandatory	Blank / Job Registration
Date of Actual Delivery	This is the date of delivery of the Goods, this is usually the same as the date you are printing the Delivery Docket. Please Note: Date of Actual Delivery Date is then populated in the Various Information Tab in the Delivery Date field:	Optional	Blank
			
Time of Actual Delivery	This is the time in which you are delivering the Goods	Optional	Blank
De-hire Date	This is the date in which the Empty Container is to be Returned. This Date is then inserted into the Container Details tab De-hire Date field against each container	Optional	Blank
AQIS	This is the AQIS Instructions	Optional	Blank
Depot Date	This is the date in which the Container is required in the Depot. This is for the Carrier. Entering this date will also populate the Depot Date in the Various Information Tab	Optional	Blank
Container Number	This is the Container Number that is to print on the Delivery Docket from the Job. This is a no entry field and for display purposes only.	Mandatory	Yes

Field Name	Description	Validation	Default
Print Supplier Details	Selecting No will not print any Supplier Information on the Delivery Docket	Mandatory	Yes

Data Drawn from: Job Registration – Delivery Details Tab – Deliver To, or Container Details Address Button

NORMAL NAME 1
(A Division of Ross Fehibers)
A.B.N. 52 006 246 260
Unit 256
53 McCormack STREET
PORT MELBOURNE VIC 3
Tel:(03) 9354 1111
Fax:(03) 9354 2222
Web:www.gmaust.com.au

Data Drawn from: Job Registration – Delivery Details Tab – Carrier Instructions or Container Details Address Button

Delivery Docket - Seafreight - FCL

Delivery Address

SOME NAME
SOME STREET
SOME STREET 2
ESSENDON
VIC 3040

Carrier Instructions

RING BOB AT DOOR B.
OTHERWISE CALL RECEPTION ON
98764 4444

Carrier J GAFFNEY PTY LTD
Vessel ANL WANGARATTA
Voyid 027S
Arrival Date 05/02/2011
M.B/L DLADJFALKJDFLADJ
H.B/L MAS030330300
Our Ref 3000625
Good Desc DSLAFKJDSLFJDALK

Client Name TEST ONLY CUSTOMER
Client Ref CUW984398
Supplier BUSAK SHAMBAN PTE LTD
Pieces 9099
Weight 33.00 KG
Volume 990.00 M3
Pick Up From THE FORWARDER PTY LTD

Delivery Job Note

DON'T FORGET TO DELIVER TO BOB

Carrier Job Note

FCL TEST44545

Cont. No	Size	Seal	Pieces	Gross Wght	Available	Required	Time	Storage	Delivery Type
CON38393853	22	SEAL39393	98	15.00	11/05/11	11/05/11	0800	12/05/11	S/L DOORS CABIN
DID93900028	22	SELKJF9393	85	11.00	11/05/11	11/05/11	0900	12/05/11	STND TRAILER
TBT77856393	20	DD	25	12.00	11/05/11	30/05/11	1000	12/05/11	DROP TRAILER

AQIS ACTION:

Received in Good Order and Condition C.O.D. N Amount \$

Name _____

Signature _____ Date & Time _____

CONTAINER WEIGHT DECLARATION

To the best of our knowledge the information provided on this delivery docket is true and correct.

Signed by us: SCOTT CRAVEN Date: 04/06/2011



We are not common carriers and goods are dealt with in accordance with our conditions of carriage, handling and storage and those of our sub-contractors.

Page 1 of 1

Data Drawn from:
Job Registration –
Delivery Details Tab –
Delivery Job Note

Data Drawn from:
Job Registration –
Delivery Details Tab –
Carrier Job Note

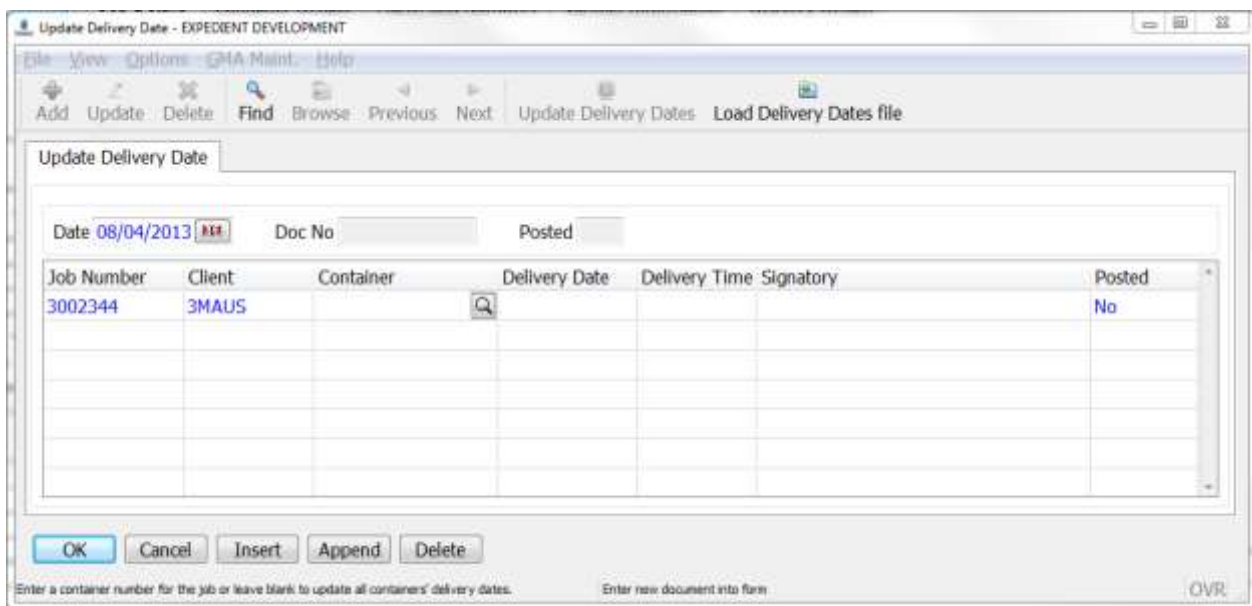
AIR UNDERBOND REQUEST

This option is available from the Air Import Job Registration screen and the Customs Job Registration screen, Options menus. This option is available for Air Import jobs where there is no Consol. This option is intended for use where a non-forwarder is required to move the air cargo underbond.

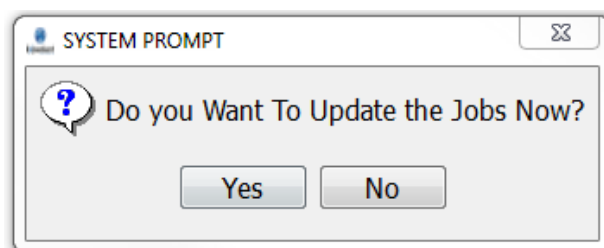
UPDATE DELIVERY DATE

Expedient allows users to batch update Jobs in which delivery dates are required. The below screens allows many jobs to be updated at the same time.

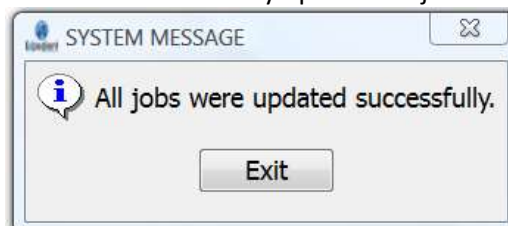
Delivery Dates can be supplied for Air, LCL and FCL jobs. Individual containers can be selected to provide a Delivery Date using the  zoom button in the Container column.



Once the user inputs the jobs and the Delivery Date and Time and the Signatory, then Expedient will ask the following:



If the user answers yes then Expedient will immediately update the jobs and return the following:



If a job record is locked Expedient will not be able to update the job. This will display a "No" In the Posted column.

Once successfully completed the process updates the Delivery Date in the Job Registration screen. See below:

Job Details	Container Details	Marks and Numbers	Various Dates	Delivery Details
Various Dates				
Lodgement Date				
Date of Clearance				
Del. Docket Printed				
Depot Date				
Delivery Date	01/05/2011			
Date Owner EFT				
Date Duty Paid				
Available, Return & Delivery Dates are accessed via the Containers Tab				

Any containers on the job will have the Delivery Date and Time inserted in the Container Details tab and if the job is FCL the Delivery Date, Time and Signatory will be updated in Container Management.

A CDD, Container Delivery Date, event will be created against each container and when the final container is delivered a DDEL, Date Delivered, event will be created for the whole job indicated the job has been fully delivered.

A 'DOD' event will be created for each job listed in the Update Delivery Screen. The event can be found in the Job Registration screen from the Options menu.

Load Delivery Dates File The toolbar button, Load Delivery Dates file, in the Update Delivery Date screen allows upload of a file containing delivery date, time and signatory information. This can be used to provide the delivery date for air cargo, LCL or FCL or FCX jobs. The file must be in the following format with the columns in the order indicated.

1. **Job Number (mandatory)**
2. Container Number (optional)
3. **Delivery Date (mandatory)**
4. Delivery Time (Optional)
5. Signatory (Optional)

Sample File

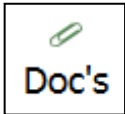
	A	B	C	D	E
1	3002323	ASDF0001001	3/04/2013	12:01	C1
2	3002323	ASDF0001002	4/04/2013		C2
3	3002323	ASDF0001003	5/04/2013	14:01	
4	3002997		10/04/2013	10:10	C4
5					

Expedient will check that the mandatory columns are present in the file. Expedient will also check that the job number provided is a valid job number.

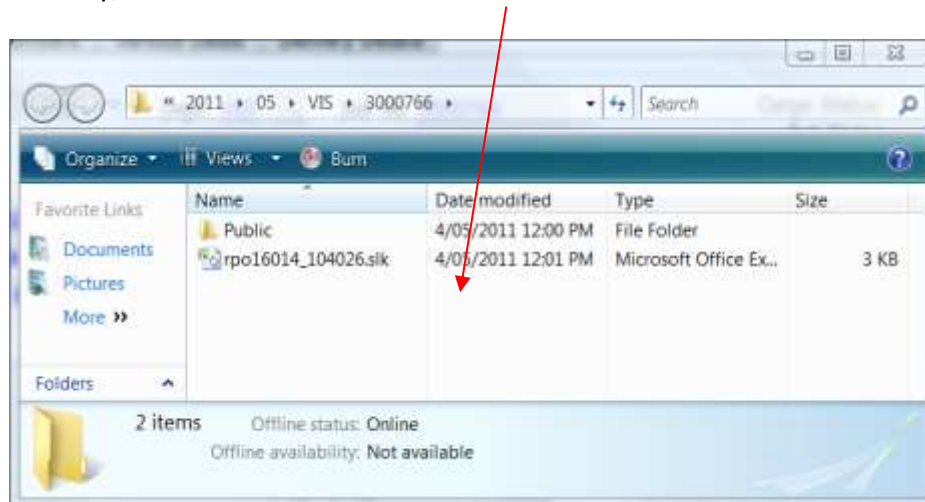
The details of the file will be uploaded into the Update Delivery Screen and can be further updated here before posting and updating the listed jobs.

ATTACHING DOCUMENTS

Expedient allows users to attach any document type including Emails via the Doc's button on the Job Registration Screen:



Once a user clicks on the Doc's button a Windows Explorer window will display and default to the PRIVATE Directory for that Job. Documents in the PRIVATE directory are not viewable by Customers via the Web Portal. If there are documents that users wish Customers to view via the Web Portal, place all documents in the Public Sub-Directory, shown in the screen shot below



PRINT LABELS

This option is available from the More Options menu in the Job Registration screen.

COPY JOB

Once users have completed the Job Registration Creation process, the copy job function can be utilised. This is selected via the Options Toolbar – More Options – Copy Job. This copies all of the job information to a new Job Number, **excluding** any Notes, Container, Attachments, and Charges except where the Job Type is LCL/FAK then the container number, Type, ISO Type and Seal Number will be copied to the new job.

CONTAINER SEARCH

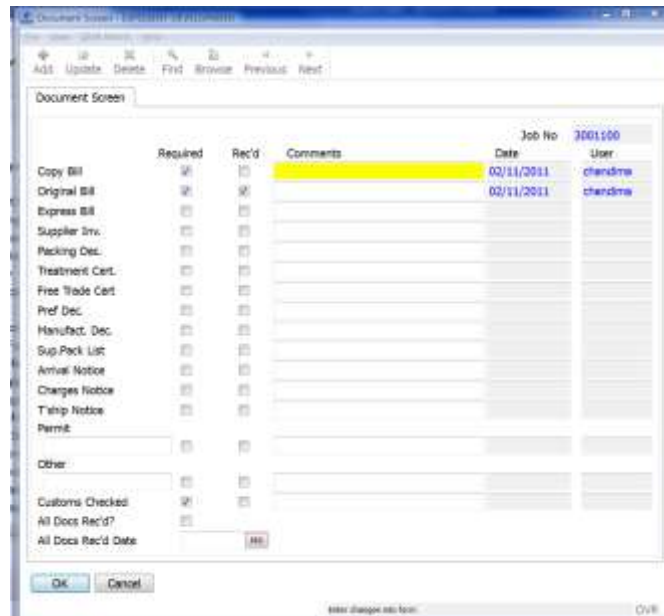
There will be occasions whereby users will need to find a job with a specific container. From the **Job Registration Screen**, select **Options – Find Jobs by Container**. This will then pop up a screen, see below:



If the container number returns more than 1 job then the Registration Screen will display (1 of XX) at the bottom of the screen.

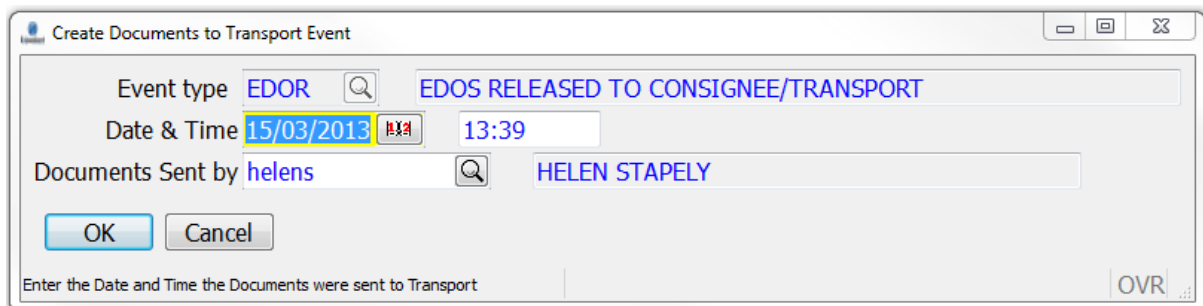
OPTIONS - DOCUMENT SCREEN

This screen allows users to select which Documents are required and of those documents which have been received, see below screen. This information is reported in the below notifications section and there is also an Automated Report in the Automatic Reports Module that can be set up to remind users/customers that documents have not yet been received. See Report Codes: MISSDOCS01, 02 and 03.



CREATE DOCS TO TRANSPORT EVENT

Where the import Job Type is FCL or FCX this option creates the Documents to Transport Event.



Enter the details of when the Documents were sent to Transport and who sent them. The fields will default to the current user and the current date and time and they can be updated.

On OK the event will be created against the Job, displaying the container number as the reference.

Type	Description	Date	Time	Reference	User	Manual
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSPORT	15/03/2013	1339	MEUA8173696	HELEN STAPELY	Y
EDOR	EDOS RELEASED TO CONSIGNEE/TRANSPORT	15/03/2013	1339	BH717166	HELEN STAPELY	Y

The Container Management system will also be updated for each container on the job to show the Date the Documents were sent

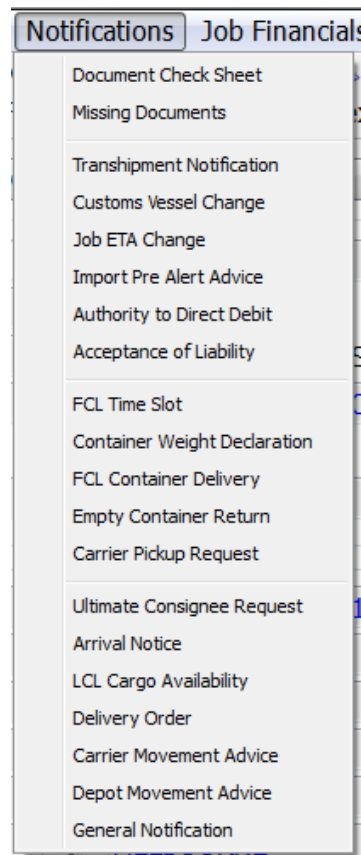
Documents to Transport 15/03/2013

CUSTOMER NOTES

Use this option to view the notes added against the Customer Masterfile.

NOTIFICATIONS

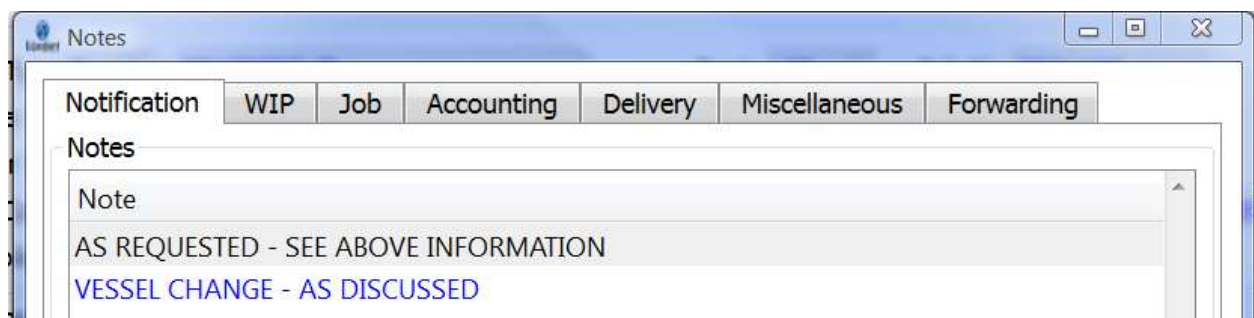
Within the Job Registration Screen under the Notifications Toolbar there are a series of notifications that inform various parties about shipment information. See below for a list of standard notifications that are available:



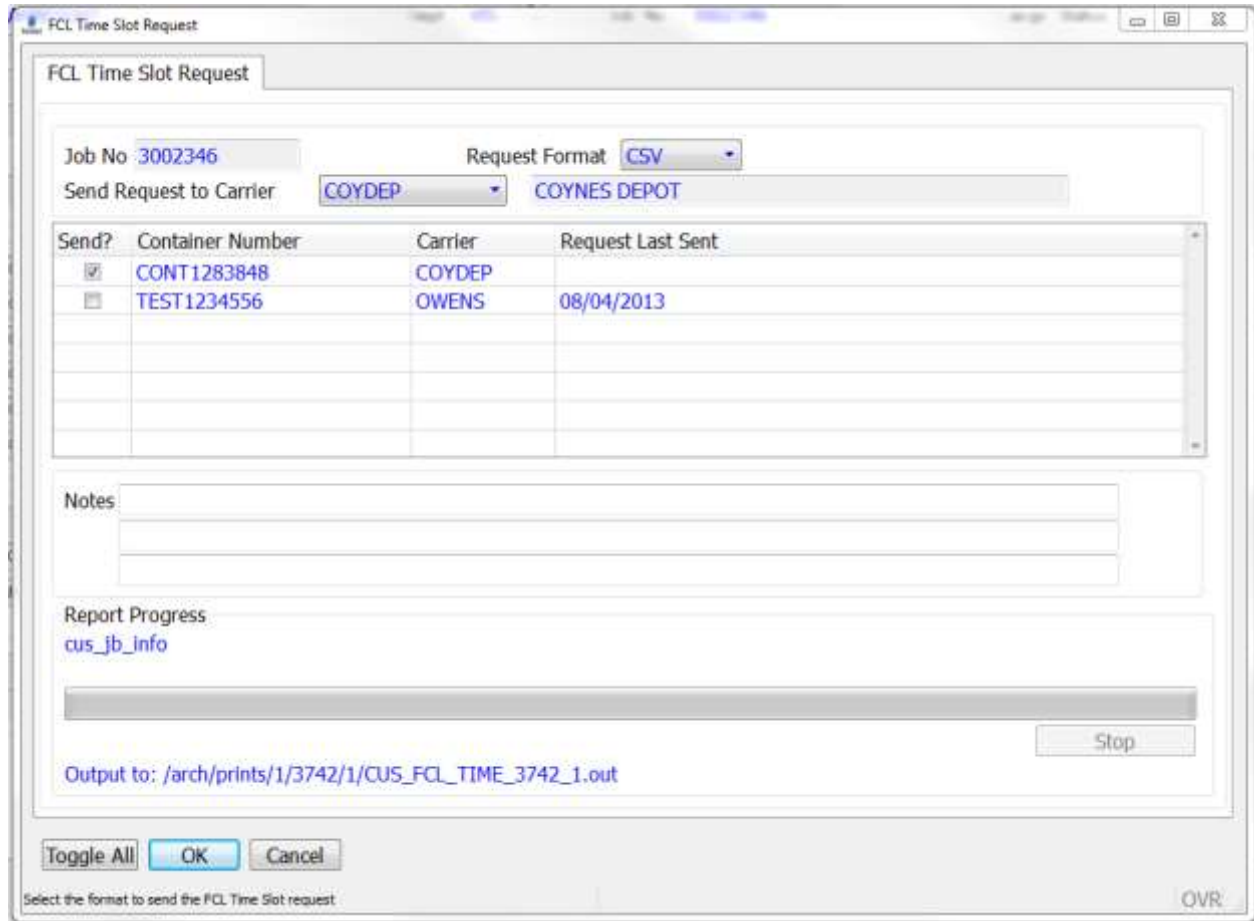
Document Check Sheet – This is an internal document that displays which Documents are required but not yet received.

Missing Documents – This is a notification that can be sent to customers/agents informing them of which documents have not yet been received. This draws data from the Documents Screen above. This is also available to be set up as an Automatic Report.

General Notification – This is a general notification that allows users to input data in the Job Notes Section in the Notification Tab. Any information in this screen will print on the Notification.



FCL Time Slot This option provides the ability to create a request to Transport to pick up full import containers from the terminal for delivery. The screen displays all the containers registered for the job and indicates the carrier assigned at job level or container level.



Field Name	Description	Validation	Default
Job No	This is the Job Number that the FCL Time Slot request will be sent for	Mandatory	Defaults from Job Registration Screen
Request Format	Select whether the request is sent as a PDF document or a CSV file which can be edited in Excel	Mandatory	CSV
Send Request to Carrier	This pull down list shows all the carriers that have been assigned to containers in the job either at job level or at container level. Select from the list which carrier you are sending the FCL Time Slot request to	Mandatory	First carrier in the list

Field Name	Description	Validation	Default
Send?	Select to send the FCL Time Slot Request for the container on the line by clicking in the tick box. This box is ticked if the carrier for the container matches the carrier the request will be sent to. This box will be unticked if the carrier has already been sent the Time Slot request for the container	Optional	Conditional
Container Number	This is the container registered to the Job	Mandatory	Defaults from Job Registration Screen
Carrier	Customer Code for the Carrier assigned to the container at either the job level in the Delivery Details tab or at container level in the Container Delivery Details screen	Optional	Defaults from Job Registration Delivery Details or Container Delivery Details
Request Last Sent	This indicates the date the FCL Time Slot Request was last sent. If this column is blank the FCL Time Slot Request has not been sent to a carrier.	Optional	System Generated
Notes	Add text here to appear in the PDF version of the FCL Time Slot Request	Optional	Blank
Toggle All	This button allows all the containers with a carrier than matches the selected Request Carrier to be ticked in one action. This button can also deselect all in one action	N/A	N/A

Sample CSV FCL Time Slot Request

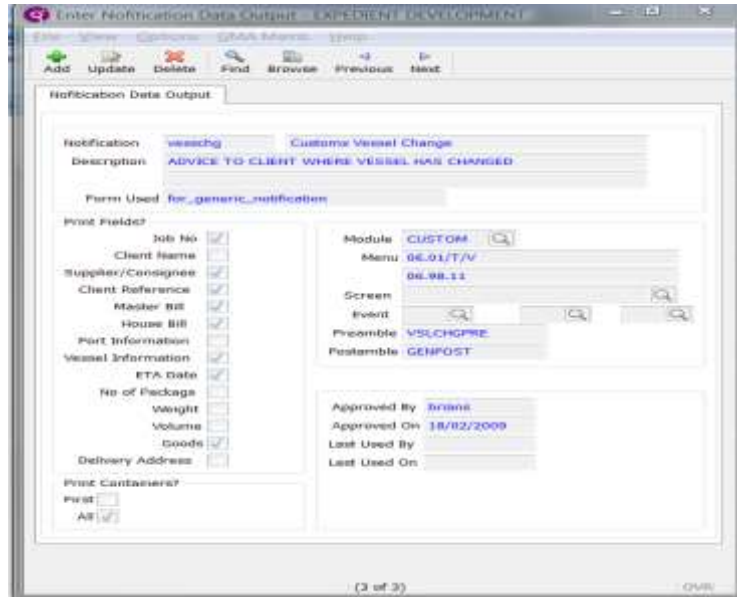
FCL Time Slot Request - CSV													
Date & Time: 15/04/2018 16:30:38													
Line No	Branch Name	Job No	Carrier	Container Number	Container Type	Container Description	Delivery Type	Vessel Name	Voyage No	Units	Vessel Available Date	Client Name	Delivery Addr 1
1	MELBOURNE BRANCH	3001346	BRAMBLES SHIPPING (COASTAL TRADE)	ASCP0001000	F	30' DRY BLK CONTAINER		DM-KAMEN	5	1111		PETER PAN	22 LINDY ST
2	MELBOURNE BRANCH	3001346	BRAMBLES SHIPPING (COASTAL TRADE)	ASCP0001000	F	30' DRY BLK CONTAINER		DM-KAMEN	5	1111		PETER PAN	22 LINDY ST
3	MELBOURNE BRANCH	3001346	BRAMBLES SHIPPING (COASTAL TRADE)	ASCP0001000	F	30' DRY BLK CONTAINER		DM-KAMEN	5	1111		PETER PAN	22 LINDY ST
4	MELBOURNE BRANCH	3001346	BRAMBLES SHIPPING (COASTAL TRADE)	ASCP0001000	F	30' DRY BLK CONTAINER		DM-KAMEN	5	1111		PETER PAN	22 LINDY ST
5	MELBOURNE BRANCH	3001346	BRAMBLES SHIPPING (COASTAL TRADE)	ASCP0001000	F	30' DRY BLK CONTAINER		DM-KAMEN	5	1111		PETER PAN	22 LINDY ST

The CSV report includes container type, vessel, availability date information and the delivery address for each container

EDITING NOTIFICATIONS

Expedient allows users to modify the data that prints out on each of the forms, along with what wording appears on the notifications.

The below screen is accessed via the Administration Menu – Company Details – Generic Notifications Regist.



Enter Notification Data Output - EXPEDIENT DEVELOPMENT

Notification: **vesschg** Customs Vessel Change

Description: **ADVICE TO CLIENT WHERE VESSEL HAS CHANGED**

Form Used: **for_generic_notification**

Print Fields?

Job No	☒
Client Name	☐
Supplier/Consignee	☒
Client Reference	☒
Master Bill	☒
House Bill	☒
Port Information	☒
Vessel Information	☒
ETA Date	☒
No of Packages	☐
Weight	☐
Volume	☐
Goods	☒
Delivery Address	☐

Print Containers? ☐

Print ☐ All ☒

Module: **CUSTOM**

Menu: **06.01/T/V**

Screen: **06.08.11**

Event:

Preamble: **VSLCHGPRE**

Postamble: **GENPOST**

Approved By: **Brianne**

Approved On: **18/02/2009**

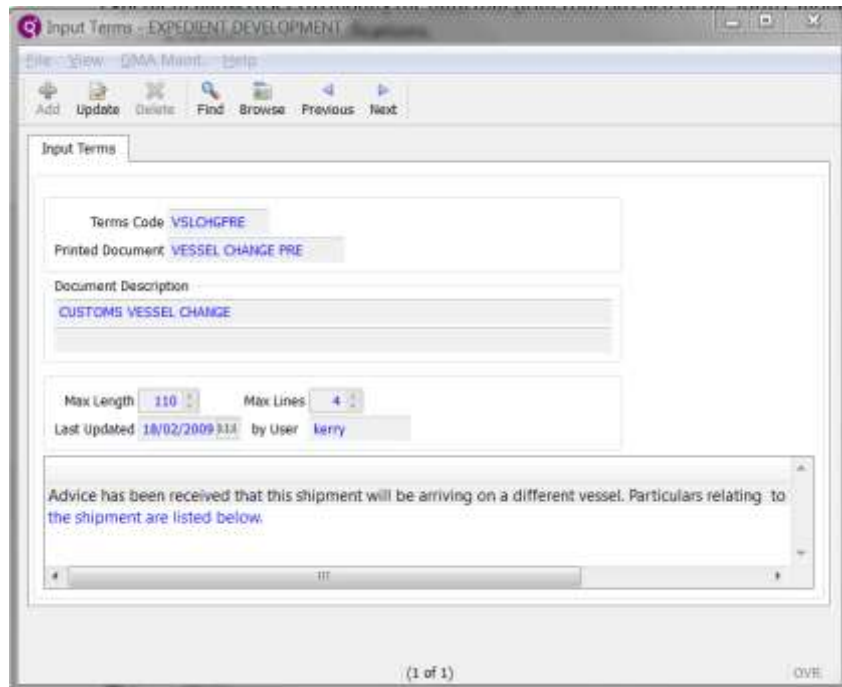
Last Used By:

Last Used On:

(3 of 3)

CHANGING WORDING

The PREAMBLE and POSTAMPLE information can be modified in Menu Administration – Company Details Menu – Input Terms Printouts. See the below example of the Customs Vessel Change Pre-Ample data. And the actual Vessel Notification Print out.



Input Terms - EXPEDIENT DEVELOPMENT

Terms Code: **VSLCHGPRE**

Printed Document: **VESSEL CHANGE PRE**

Document Description: **CUSTOMS VESSEL CHANGE**

Max Length: **110** Max Lines: **4**

Last Updated: **18/02/2009 3:11** by User: **kerry**

Advice has been received that this shipment will be arriving on a different vessel. Particulars relating to the shipment are listed below.

(1 of 1)

TO	DEMONSTRATION PTY LTD	GAVIN MILLMAN & ASSOC.
ATTENTION	KERRY	53 McCormack STREET
FAX NUMBER	0396447250	PORT MELBOURNE, VIC 3333
FROM	SCOTT CRAVEN scottc@gma aust.com.au	Tel: (03) 9354 1111
DATE	09 April 2010	Fax: (03) 9354 2222
		A.B.N. 52006246260
		Web: www.gma aust.com.au

Customs Vessel Change

Advice has been received that this shipment will be arriving on a different vessel. Particulars relating to the shipment are listed below.

OUR REF: 3905687
SUPPLIER:
YOUR REF: TEST
ALT REF: 3905687
MAWB: BKM-ASTER
HOUSE BILL:
AIRCRAFT: QANTAS AIRWAYS LIMITED 123
ETA DATE:
GOODS:

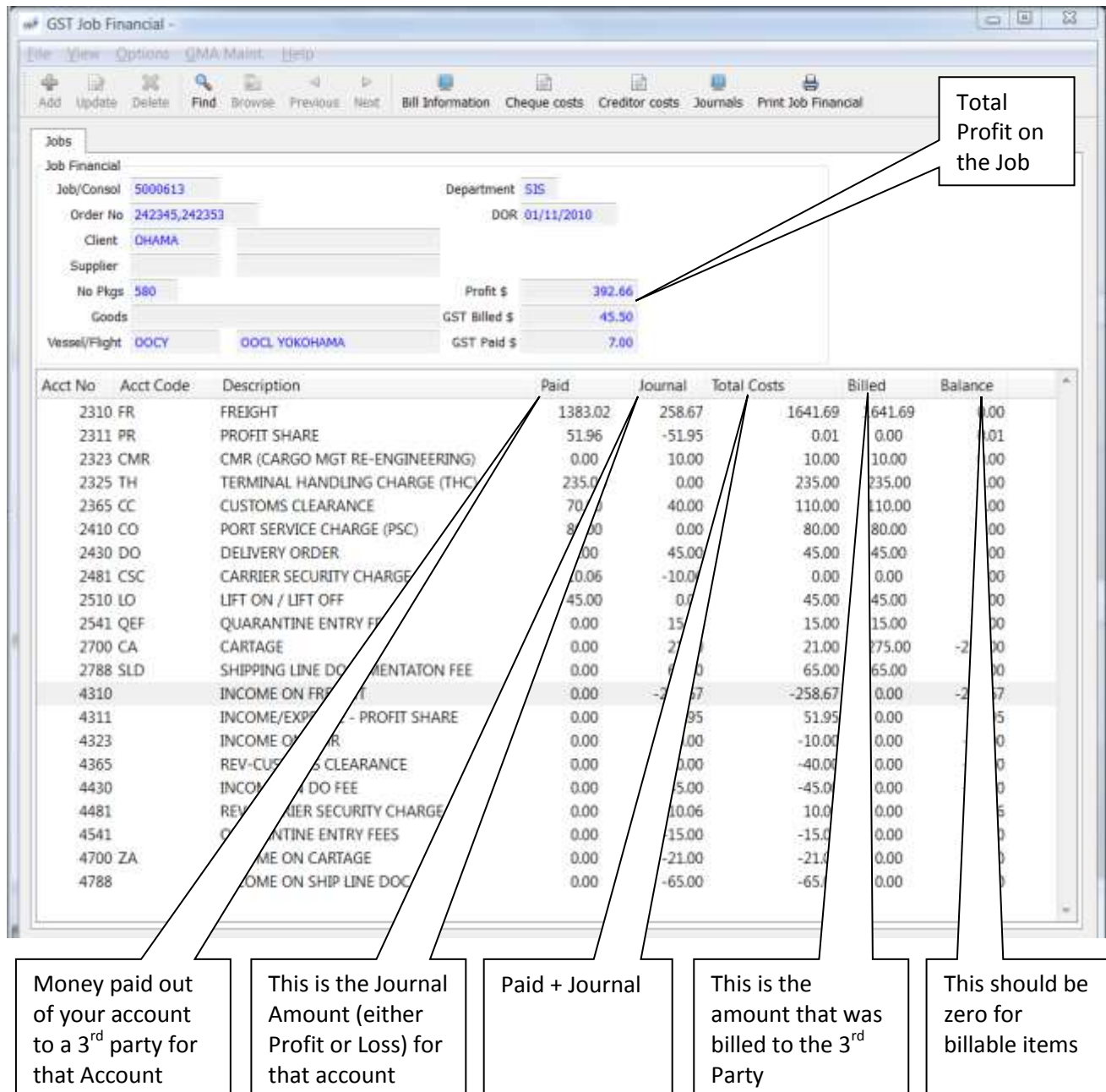
If you have any questions regarding this notification please contact your local GMA representative.

Notes: fsfasdfsdfasdfsafasdfsdfasdfsas

JOB FINANCIALS (ACCOUNTING MODULE ONLY)

The Job Financial Screen, available from the Job Financials menu, allows users to view all financial transactions of a job. The screen displays Billing Information, Creditors Invoices, Direct Cheques, and Journal (Profit) information.

Once you have selected a Job you will be presented with the following screen. See below:



The screenshot shows the 'GST Job Financial' window. At the top, there's a menu bar with 'File', 'View', 'Options', 'QMA/Maint', and 'Help'. Below it is a toolbar with icons for 'Add', 'Update', 'Delete', 'Find', 'Browse', 'Previous', 'Next', 'Bill Information', 'Cheque costs', 'Creditor costs', 'Journals', and 'Print Job Financial'. The main area is divided into two sections. The top section contains job details: Job/Consol (5000613), Department (SIS), Order No (242345,242353), DOR (01/11/2010), Client (OHAMA), Supplier, No Pkgs (580), Profit \$ (392.66), Goods, GST Billed \$ (45.50), Vessel/Flight (OOCL YOKOHAMA), and GST Paid \$ (7.00). The bottom section is a table with columns: Acct No, Acct Code, Description, Paid, Journal, Total Costs, Billed, and Balance. The table lists various accounts and their corresponding financial values. Annotations with arrows point to specific fields and columns, explaining their meaning.

Annotations:

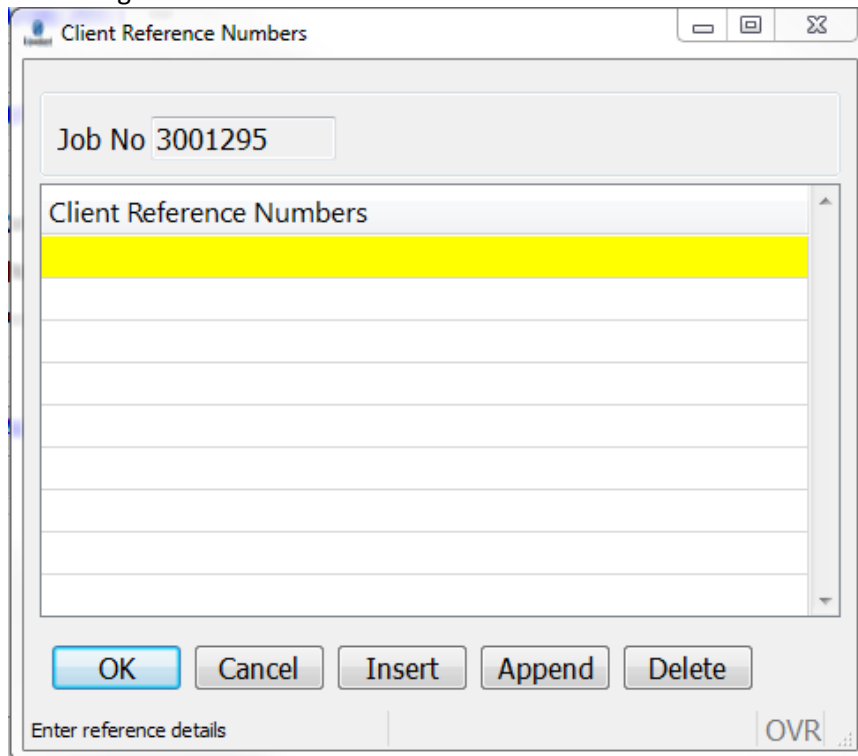
- Total Profit on the Job:** Points to the 'Profit \$' field (392.66).
- Money paid out of your account to a 3rd party for that Account:** Points to the 'Paid' column.
- This is the Journal Amount (either Profit or Loss) for that account:** Points to the 'Journal' column.
- Paid + Journal:** Points to the 'Total Costs' column.
- This is the amount that was billed to the 3rd Party:** Points to the 'Billed' column.
- This should be zero for billable items:** Points to the 'Balance' column.

The Job Financial Screen allows users to view the following additional information:

- Billing Information (Invoices)
- Cheque Costs (Direct Cheques)
- Creditor Costs (Creditor Invoices)
- Journals

ADD/VIEW CLIENT REFERENCE NUMBERS

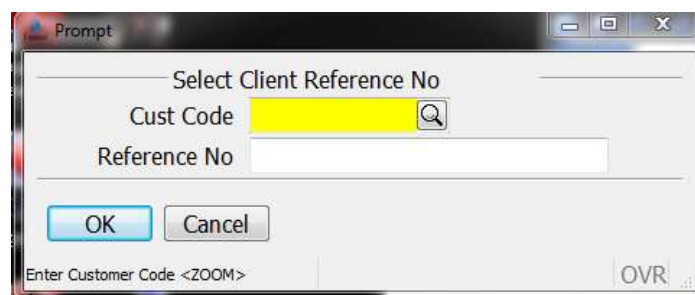
This option allows the addition and update of client reference numbers to a Job. This is available from the Options menu in the Job Registration screen.



Any client reference numbers entered in this screen can be searched for in next option, Find Jobs by Client Reference Number.

FIND JOBS BY CLIENT REFERENCE NUMBER

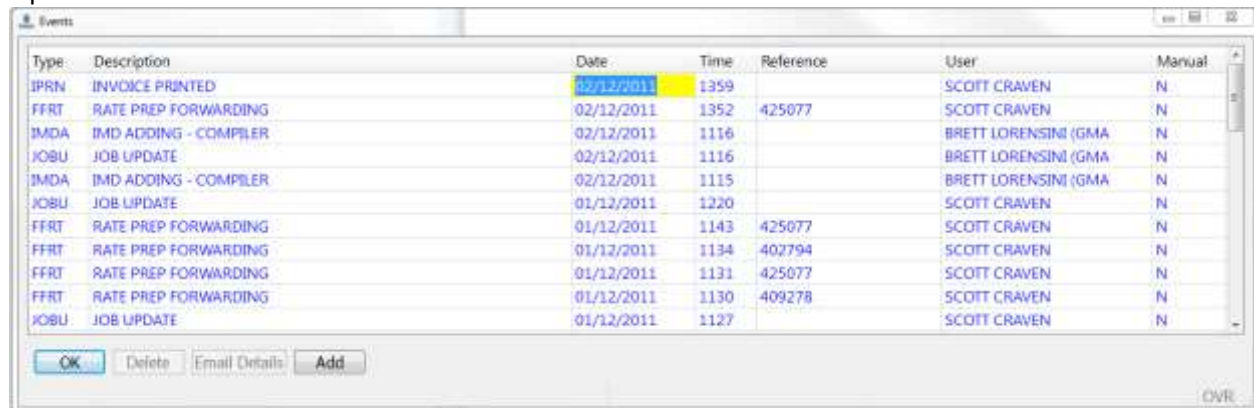
Use this option to search by Client Reference Number. The client reference must have been added against a job number in the Add/View Client Reference Numbers screen.



The Cust Code field is optional. If you have only the client reference number this option can be used as a quick way to search during a client enquiry.

EVENTS

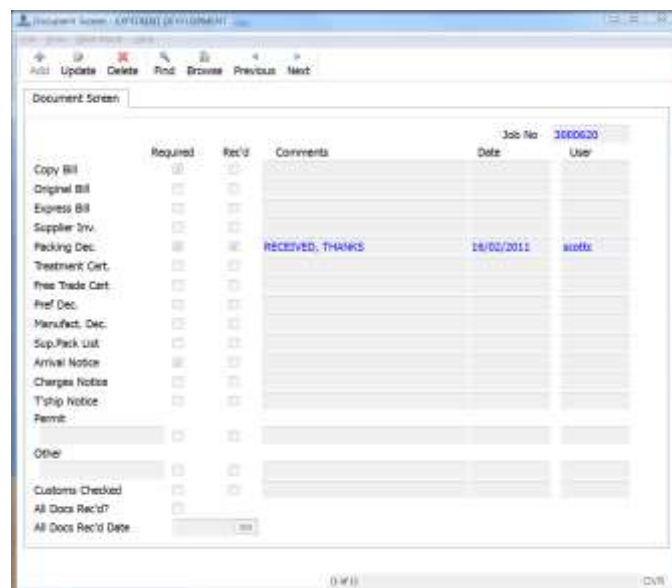
This option provides the history of job in date descending order. The list of events is available from the Options menu and from the toolbar button.



Type	Description	Date	Time	Reference	User	Manual
IPRN	INVOICE PRINTED	02/12/2011	1359		SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	02/12/2011	1352	425077	SCOTT CRAVEN	N
IMDA	IMD ADDING - COMPILER	02/12/2011	1116		BRETT LORENSINI (GMA	N
JOBU	JOB UPDATE	02/12/2011	1116		BRETT LORENSINI (GMA	N
IMDA	IMD ADDING - COMPILER	02/12/2011	1115		BRETT LORENSINI (GMA	N
JOBU	JOB UPDATE	01/12/2011	1220		SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	01/12/2011	1143	425077	SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	01/12/2011	1134	402794	SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	01/12/2011	1131	425077	SCOTT CRAVEN	N
FFRT	RATE PREP FORWARDING	01/12/2011	1130	409278	SCOTT CRAVEN	N
JOBU	JOB UPDATE	01/12/2011	1127		SCOTT CRAVEN	N

MISSING DOCUMENTS NOTIFICATIONS

The Missing Documents Notification draws information from the Documents Screen which is accessible from the Options menu in the Job Registration screen. The below screen allows users to input what documents are Required and Received:



Document Screen

Job No: 2000620

Document	Required	Rec'd	Comments	Date	User
Copy Bill	☐	☐			
Original Bill	☐	☐			
Express Bill	☐	☐			
Supplier Inv.	☐	☐			
Packing Dec.	☒	☒	RECEIVED, THANKS	18/02/2011	scottc
Treatment Cert.	☐	☐			
Free Trade Cert.	☐	☐			
Prod. Dec.	☐	☐			
Manufact. Dec.	☐	☐			
Sup. Pack. List	☐	☐			
Arrival Notice	☐	☐			
Charges Notice	☐	☐			
T'ship Notice	☐	☐			
Permit:	☐	☐			
Other:	☐	☐			
Customs Checked	☐	☐			
All Docs Rec'd?	☐	☐			
All Docs Rec'd Date:					

Based off the above information, the Missing Documents Notification prints any Document that has a required Tick and doesn't have a Rec'd Tick, and doesn't have an All Docs Rec'd tick. See below for a printed copy of the Missing Documents Notification:

This facility links orders to jobs and is used in Order Tracking.

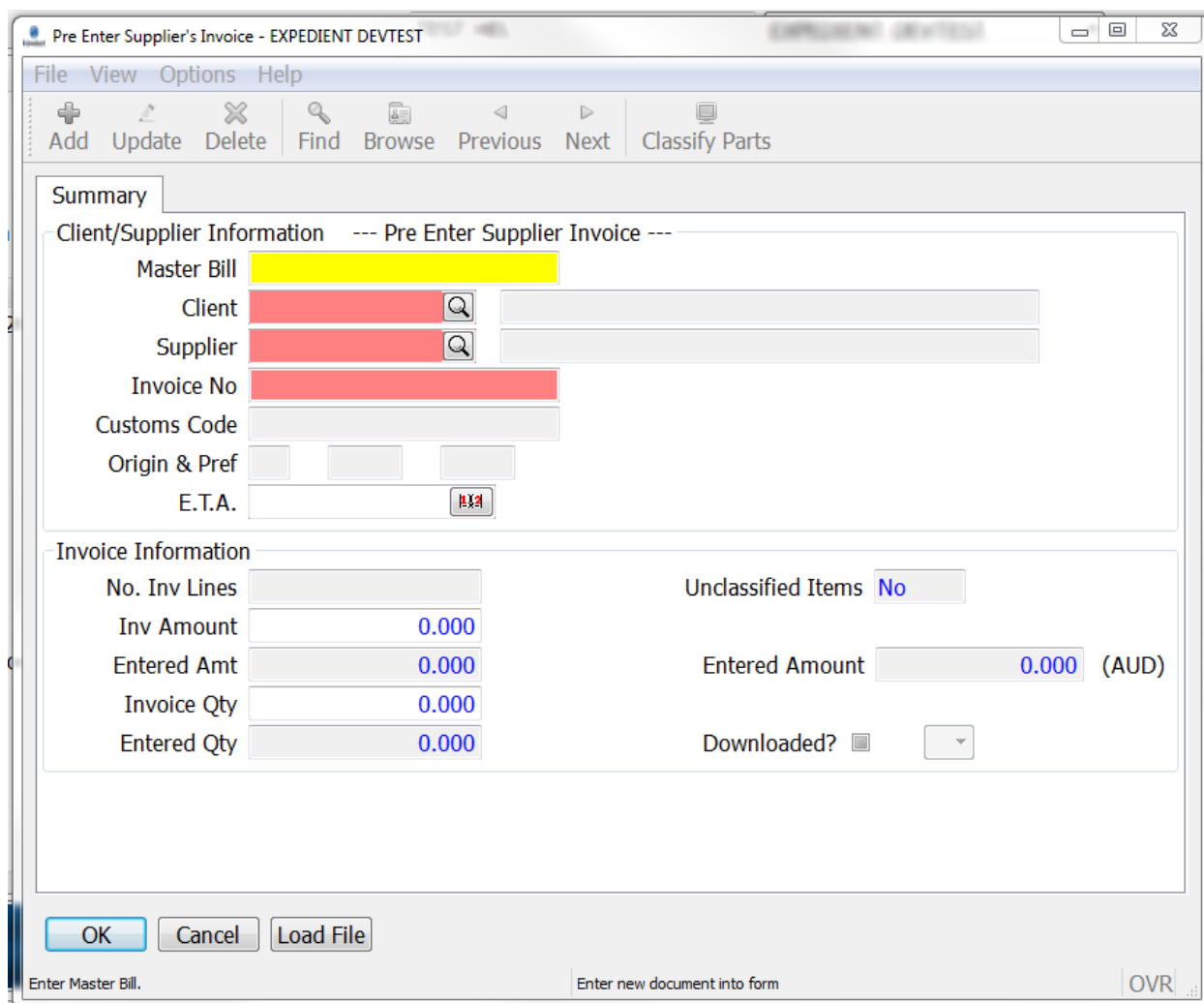
This is not a function that users can perform. The GMA recommendation is to alter the customer code to DELJOB (ensure this code is set up in the Customer Masterfile)

Creating a Pre-Job Supplier's Invoice

If you have not yet created a job but have the related Supplier's Invoice, you can create a Pre-Enter Supplier's Invoice. This is accessed via menu: **Customs Clearance/Tariff Class – Pre Enter Suppliers Invoice**



By clicking the  button or typing A will place the cursor in the input screen in Add Mode. See below:



Once a job is created for the relevant customer, it is then possible to perform a zoom on the Invoice Number field in the Supplier's Invoice Screen to look up the Pre Job Supplier's Invoice.

LOAD FILE FEATURE

You are able to load a CSV file or a text file from your desktop directly into the Pre-Suppliers Invoice screen, as long as the data conforms to the required format documented below.

To use this feature: Add the Master Bill number, the client code, the Supplier code and the Invoice Number. Click on the Load File button that appears on the lower area of the screen. You can then browse to the required .CSV file and click on the Open button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The file format must be:

-A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Invoice Number	Mandatory	General
B	Part Number	Mandatory	General
C	Quantity	Mandatory	General
D	Amount	Mandatory	General
E	Purchase Order Number	Optional	General
F	Country of Origin	Optional	General

RULES:

The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE and PREFERENCE RULE, if provided, must be the same codes as used by Australian Customs.

- The file must contain one invoice line per file line.
- The file must not contain column headings.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- The file must contain only ONE Suppliers Invoice.
- Case is not important; the system will convert all values to Upper Case.

Some file examples:

"INV_NO02","PART_NO1",10.5,100.1

"INV_NO02","part_no2",10,150,"order1","US"

"INV_NO02","part_no3",30,30.30,"cn"

Creating a Supplier's Invoice

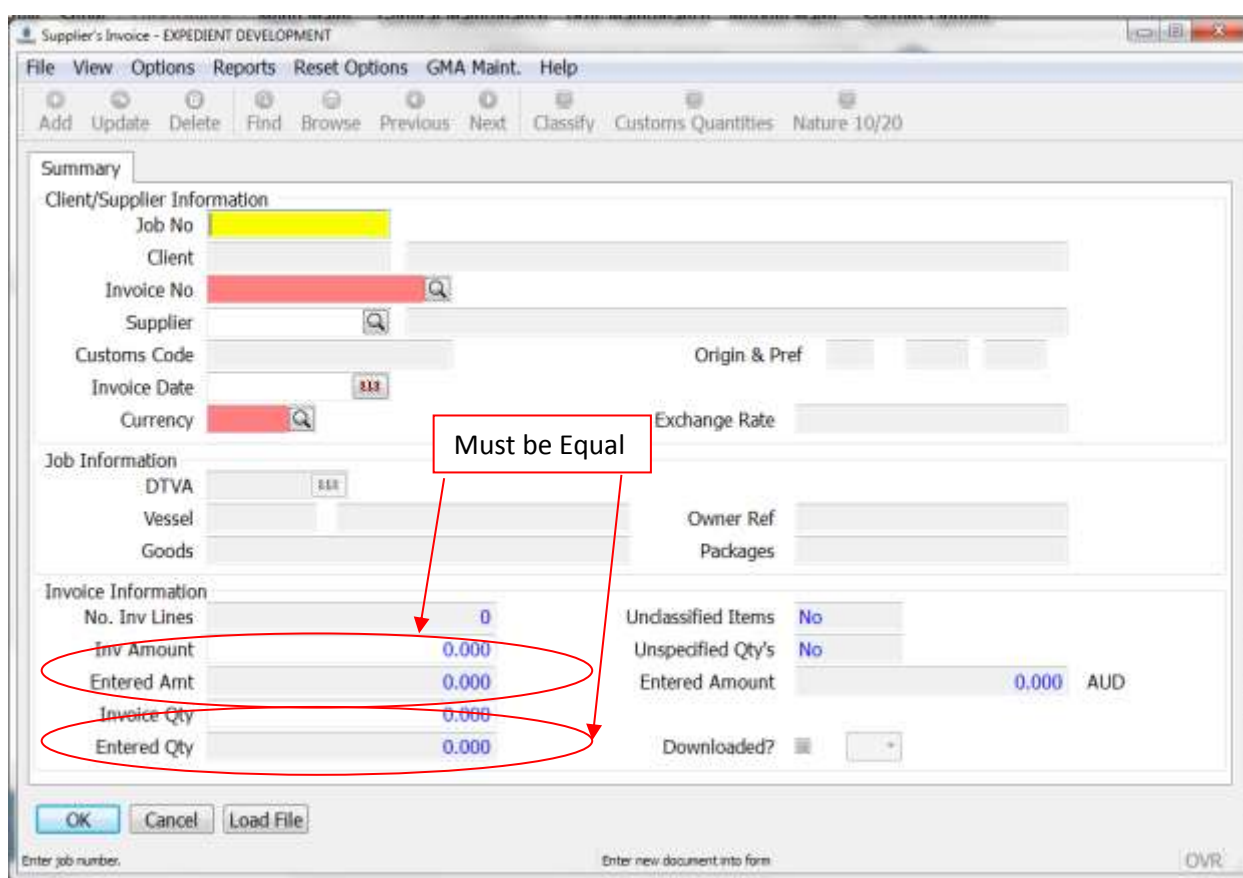
After you have created a job, you can create a Supplier's Invoice. This can be performed in 2 ways. The first method is directly from the Job Registration Screen. From this screen ensure you have the job you want to link the Supplier's Invoice to. Click on the Suppliers Invoice Button on the Toolbar from this screen, see below:



The second method is via menu: Customs Clearance/Tariff Class - CMR Suppliers Invoice. This option is also available from the Options menu in the Job Registration screen.



By clicking the  button or typing A will place the cursor in the input screen in Add Mode. See below:



Supplier's Invoice - EXPEDIENT DEVELOPMENT

File View Options Reports Reset Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Classify Customs Quantities Nature 10/20

Summary

Client/Supplier Information

Job No

Client

Invoice No

Supplier

Customs Code

Invoice Date

Currency

Exchange Rate

Job Information

DTVA

Vessel

Goods

Owner Ref

Packages

Invoice Information

No. Inv Lines

Inv Amount

Entered Amt

Invoice Qty

Entered Qty

Unclassified Items

Unspecified Qty's

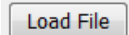
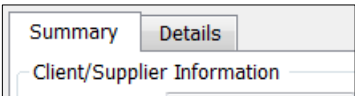
Entered Amount

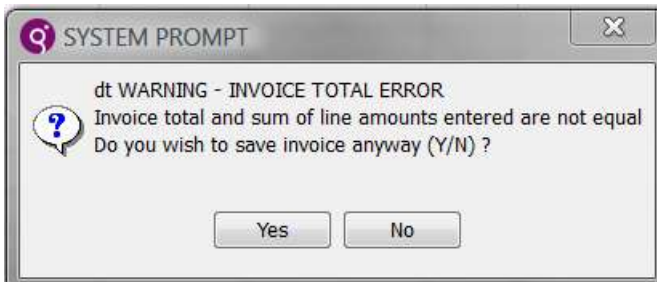
Downloaded?

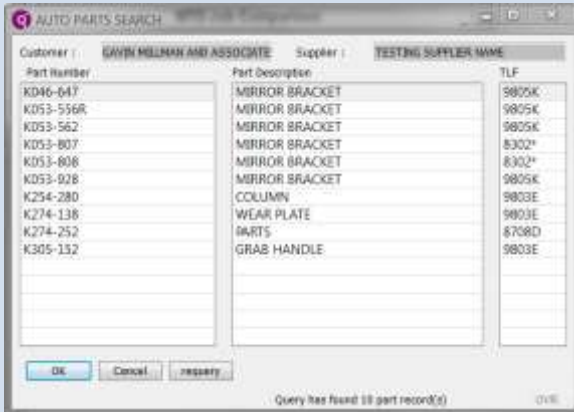
OK Cancel Load File

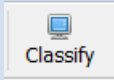
Enter job number. Enter new document into form. OVR

Please Note: If you access this via the Customs Clearance Menu then you will need to input the Job Number in yourself, otherwise if this screen is accessed via the Job registration screen, the job number and associated information is automatically populated in Add Mode.

Field Name	Description	Validation	Default
Summary Tab			
Job No	This is the Job Number in which you wish to create the Supplier's Invoice for	Mandatory	Defaults from Job Registration Screen
Client	This is the client you wish to create the Supplier's Invoice for	Mandatory	Defaults from Job Registration Screen
Invoice No	This is the Supplier's Invoice Number. Once this is input, then the Details Tab appears, allowing you to add the supplier invoice lines. To load the invoice data automatically, you have 2 options: - Click on the Load File button:  This will allow you to load a CSV file that you have saved, directly into this screen. For File Formats and Rules please use the Help Facility in the screen. When you have successfully loaded a CSV or TXT File, you will receive this message  and the Details Tab appears  - You can email the Supplier's invoice using the CSV file format defined below. You must ensure that you have added the email address first: <a href="mailto:impinv@<yourdomain>.com.au">impinv@<yourdomain>.com.au This will then allow you to email and load invoices. (see the file specification section below)	Mandatory	Blank
Supplier	This is the Supplier. You can click on  to look up the related Suppliers for that Customer Code	Mandatory	Blank

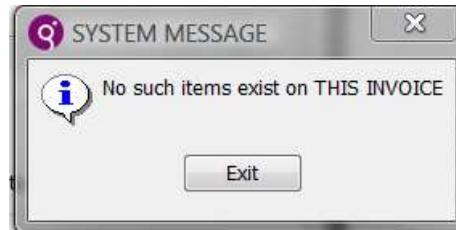
Field Name	Description	Validation	Default
Customs Code	This is the Supplier's CCID. This is the number Customs Australia assign to this Supplier. This is mandatory for sending a Customs Entry	N/A	Suppliers Masterfile
Origin & Pref	This is the origin country and preference rule associated with the Supplier	N/A	From Suppliers Masterfile
Invoice Date	This is the date of the Supplier Invoice	Optional	Blank
Currency	Entry the Currency in which you received the Supplier's Invoice in.	Mandatory	Blank
Exchange Rate	This is the exchange rate used at the time of the Supplier's Invoice received	Mandatory (if not AUD)	Blank
Invoice Information			
No. Inv Lines	This counts the number of Invoice lines, either entered in the Details Tab manually, or from the CSV/TXT File you have loaded via the Load File button. This is a no entry field and for display purposes only	N/A	actual number of lines
Inv Amount	Enter the Total Invoice Dollar Amount. This must equal the Entered Amount to balance the Supplier's Invoice	Mandatory	Blank
Entered Amount	This totals the dollar amount entered in the Details Tab. This must equal the Inv Amount. This is a no entry field and for display purposes only. If these are not equal you will receive the below message. You can still save the Supplier's Invoice.	N/A	actual amounts entered
			
Invoice Qty	Enter the Total Invoice Qty of pieces. This must equal the Entered Qty to balance the Supplier's Invoice	Mandatory	Blank
Entered Qty	This total the qty amount entered in the Details Tab. This must equal the Invoice Qty. This is a no entry field and for display purposes only	N/A	actual Qty's entered

Field Name	Description	Validation	Default
Downloaded?	This represents whether the Supplier's Invoice was downloaded via email or using the load file button	N/A	Blank
Details Tab			
Part No	This is the Part Number that appears on the Invoice. This will be automatically populated if the Load File button was successful. You can also click on the  button to list all Parts on file (see Menu Customs Clearance – CMR Parts for Masterfile) for that Client and Supplier combination. See below zoom screen: 	N/A	actual Qty's entered
Quantity	This is the Quantity of the part that appears on the invoice line.	Mandatory	Blank
Unit Price	This is the unit price for the item	Optional	Blank
Amount	This is the total line amount for the part that appears on the invoice line.	Mandatory	Calculated from Quantity x Unit Price if both are entered
TLF	This is the TLF for the Part Number. This is a no entry field. This information is drawn from the Parts Masterfile, TLF information. If the part does not have an associated TLF then this field will display *****	Mandatory	Parts / TLF Masterfile

Field Name	Description	Validation	Default
	TLF ***** See below If the Part is unclassified you can still save the invoice. Once you have done this  you can click on the Classify Button This will allow you to classify the part with the correct TLF Code. See Classifying Parts Section in this document for more information. An Unclassified Items report is available from the More Options menu in the Job Registration screen.		
Country / Preference / Preference Rule	This information is pulled from the Parts TLF File. These fields are no entry, however if you wish to alter these values for this Supplier's Invoice then click on the Gen. Edit Toggle Button. See below. This is as a result of clicking the Button. The Gen Edit displays On.  The Country / Preference and Preference Rule is now updateable.	Mandatory	Parts/TLF Masterfile
P.O. Number	This is the Purchase Order Number against the part number. This is used for printing of various documents, such as the Landed Costing. This field is no entry, however if you wish to enter a value then click on the P/O Edit Toggle Button. See below. This is as a result of clicking the Button. The P/O Edit displays On.  The P.O. Number is now updateable.	Mandatory	Blank
P.O. Line Number	This is the line number on the Purchase Order the Supplier's Invoice line is associated with	Optional	Blank
Volume	This is the volume information or weight information associated with the part line	N/A	Blank
GSTE	This is the GST exemption code for the part	N/A	Parts Masterfile

ENTERING CUSTOMS QUANTITIES

Once you have saved the Supplier's Invoice, if you have added parts whereby the Classification calls for extra measurements added to the Parts, for example Kilograms, Square Metres. Clicking on this button will search the TLF and if it doesn't require a number or blank then it will allow you to enter the quantities. If not you will receive this message:



CLASSIFY PARTS

If you have added parts to the Supplier's Invoice that have not been classified before then you can click on the Classify Button once you have added the Supplier's Invoice. This will then direct you to the below screen.



Field Name	Description	Validation	Default
Customer	This is the Customer Code and Name that is pulled from the Supplier's Invoice Screen	Mandatory	Supplier's Invoice Screen
Supplier	This is the Supplier Code and Name that is pulled from the Supplier's Invoice Screen	Mandatory	Supplier's Invoice Screen
Supplier Part	This is the Supplier Part Number, that is pulled from the Supplier's Invoice Screen	Mandatory	Supplier's Invoice Screen
Client Part	This is the Client's Part Number. This is what the customer recognises. This prints on Landed Costings.	Mandatory	Blank
Description	This is the Description of the Part. If this part is not yet classified, then "**** Not Classified "will appear. On update this will clear	Mandatory	Blank

Field Name	Description	Validation	Default
TLF Code	This is the Tariff List Code. You can click on the  which will lookup the TLF Masterfile (Menu - Customs Clearance / CMR TLF Maintenance). This screen allows you to search on any number of fields. See below:  This will search all TLF's that begin with WORK BOOK. See below for results:  Select the TLF, or Click on the Re Query button to search for another TLF.	Mandatory	Blank
TLF Code Description	This column will display the description for the TLF code selected in the previous column.	Mandatory	Blank
Tariff Item	This is the Tariff Item number for the TLF code.	Optional	Blank
Stat	This is the Statutory number for the TLF	Optional	Blank
Factor	This is the Product Adjustment Code	Optional	Blank
ORG	This is the Origin Country of the Part. You can click on the  to lookup the Country Codes Masterfile. This Masterfile is found in the (Administration Menu, Country Codes Masterfile).	Optional	Blank
PRF	This is the Product Preference Scheme Code. You can click on the  to lookup the Preferences that is downloaded from Customs.	Optional	Blank
Rule	This is the Product Preference Rule Code. . You can click on the  to lookup the Preference Scheme Types that is downloaded from Customs.	Optional	Blank
GSTE	This is the GST Exemption Code. You can click on the  to lookup the GST Exemption Codes that is downloaded from Customs	Optional	Blank
DRC	This is the Product Dumping Exemption Code.	Optional	Blank
ICN	This is the Product Import Credit Number. This identifies the Credit Spend.	Optional	Blank

Field Name	Description	Validation	Default
CSC	This is the Product Security Code. A Customs-allocated security number that must be quoted when the goods being entered are subject to compliance with either, end-use conditions, dumping/countervailing provisional measures or temporary importations.	Optional	Blank
ADJ%	This is the Product Adjustment Percentage.	Optional	Blank
Notes	This indicates if there are any notes exist for the part.	System Generated	Blank
Docs	This indicates if any documents have been attached to this part	System Generated	Blank

Once you have entered the relevant information, then click OK to classify all the parts where a Client Part, Description and TLF Code have been entered. Once you have classified all parts, the system will display the following, and return you to the Supplier's Invoice Screen.



LOAD FILE FEATURE

You are able to load a CSV file or a text file from your desktop directly into the Suppliers Invoice screen, as long as the data conforms to the required format documented below.

To use this feature: Add the Suppliers Invoice and then enter the job no. Once you are in the Invoice No field you can click on the Load File button that appears on the lower area of the screen. You can then browse to the required file (.CSV or .TXT) and click on the Open button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The file format must be:

-A comma separated values (.csv) file (easily created in Microsoft Excel) **OR** a pipe (|) delimited text (.txt) file, see the following examples.

The data must be in the following order:

Column	Description	Validation	Field Format
A	Invoice Number	Mandatory	General
B	Part Number	Mandatory	General
C	Quantity	Mandatory	General

D	Amount	Mandatory	General
E	Currency	Mandatory	General
F	Purchase Order Number	Optional	General
G	Country of Origin	Optional	General
H	Preference	Optional	General
I	Preference Rule	Optional	General

RULES:

The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE and PREFERENCE RULE, if provided, must be the same codes as used by Australian Customs.

- The file must contain one invoice line per file line.
- The file must not contain column headings.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- The file must contain only ONE Suppliers Invoice.
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

Some file examples:

(pipe delimited text file)

INV_NO02|PART_NO1|10.5|100.1|AUD

INV_NO02|part_no2|10|150|AUD|order1|US|US|Pom

INV_NO02|part_no3|30|30.30|AUD||cn|gen

(note line 1 contains no conditional data, line 2 contains conditional data item Order No, Origin, Preference, and Preference Rule, whereas line 3 contains only Origin and Preference conditional data)

(the same file above but this time comma separated values CSV)

"INV_NO02","PART_NO1",10.5,100.1,"AUD"

"INV_NO02","part_no2",10,150,"AUD","order1","US","US","Pom"

"INV_NO02","part_no3",30,30.30,"AUD",,"cn","gen"

EMAIL FILE FEATURE

You can email the Supplier's invoice using the CSV file format.

Firstly ensure you have an email address setup to accept these files: impinv@<yourdomain>.com.au

The file needs to be CSV format, NOT Excel, txt, doc, etc. Only the specified fields can be used.

The order must be:

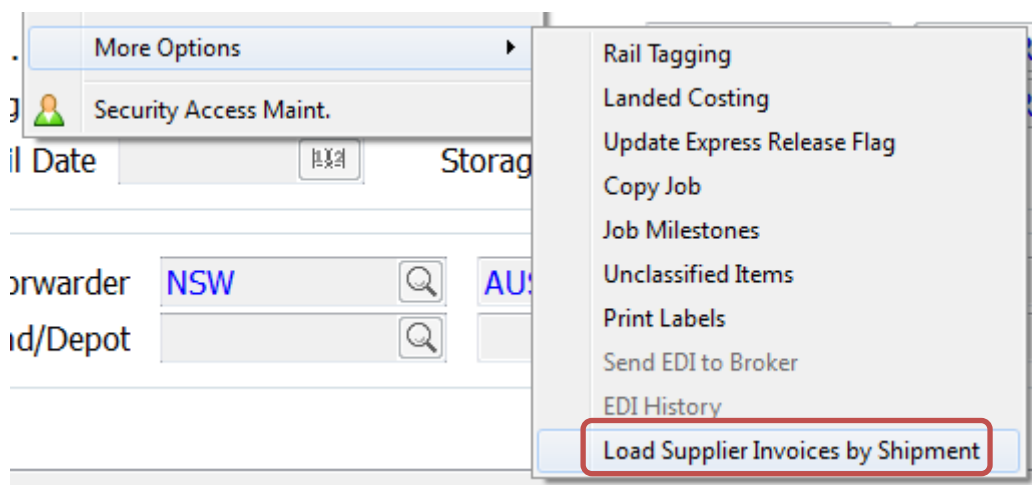
Column	Description	Validation
A	Client Code	Mandatory
B	Invoice Number	Mandatory
C	Part number	Mandatory
D	Part Description	Mandatory
E	Qty	Mandatory
F	Line Amount	Mandatory
G	Country	Optional
H	Preference	Optional
I	Order Number	Optional

The file needs to be CSV format, NOT Excel, txt, or doc. Only the specified fields can be used. Columns A to F are mandatory. If something is not valid, the user will get an email from the system detailing what line produced the error and which column was at fault. Please allow up to 30 minutes for file to process. An email will be sent to the sender after the file has been successfully completed or if there were errors in loading the data.

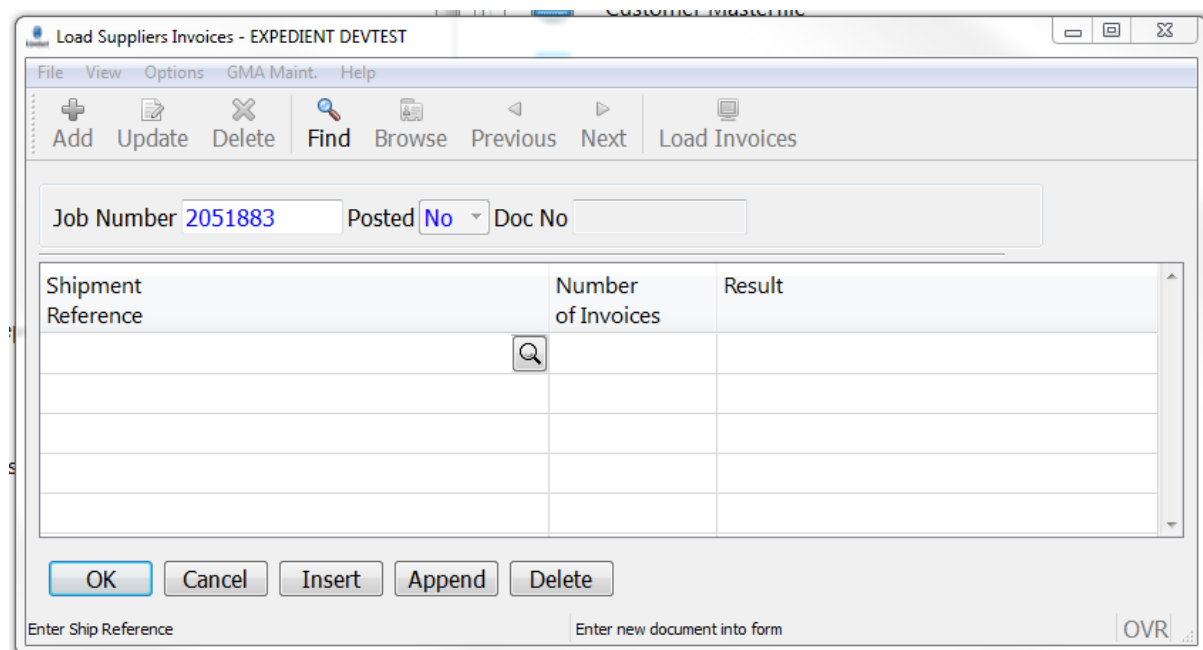
Please allow up to 30 minutes for file to process. An email will be sent after load to the sender.

LOAD SUPPLIER INVOICES BY SHIPMENT

This option provides the ability to attach a batch of Supplier's Invoices to a job. The batch of Supplier's invoices can be loaded to the Job from the Job Registration screen and viewed in the Supplier's Invoice screen. This option is available from the More Options menu in Customs Job Registration.

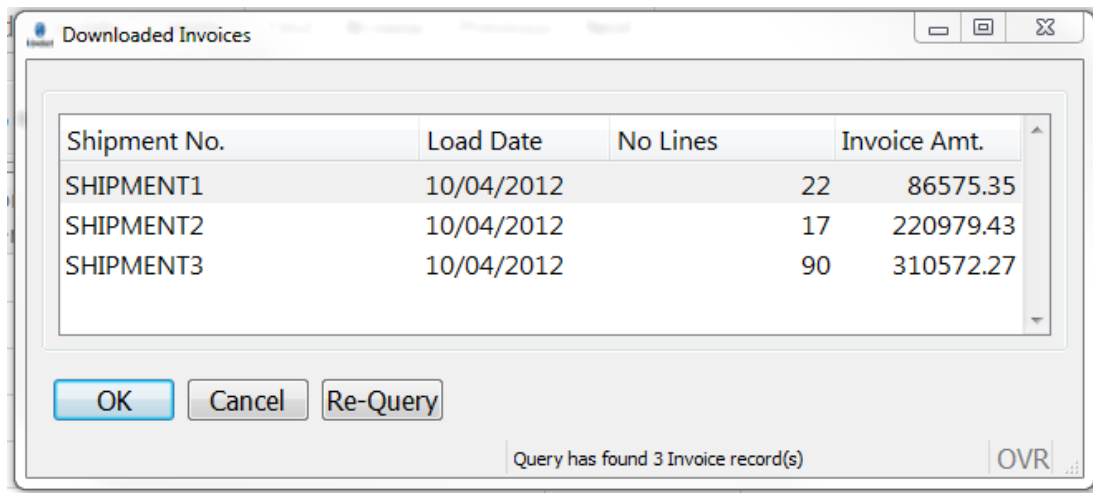


This option links one or more batches of Supplier's Invoices to a Job. The batches of Supplier's Invoices are identified by Shipment Number.



On Add click  in the Shipment Reference field to view the available Supplier's Invoice batches.

Hit 'Enter' in this screen to list all available batches or search on specific details.



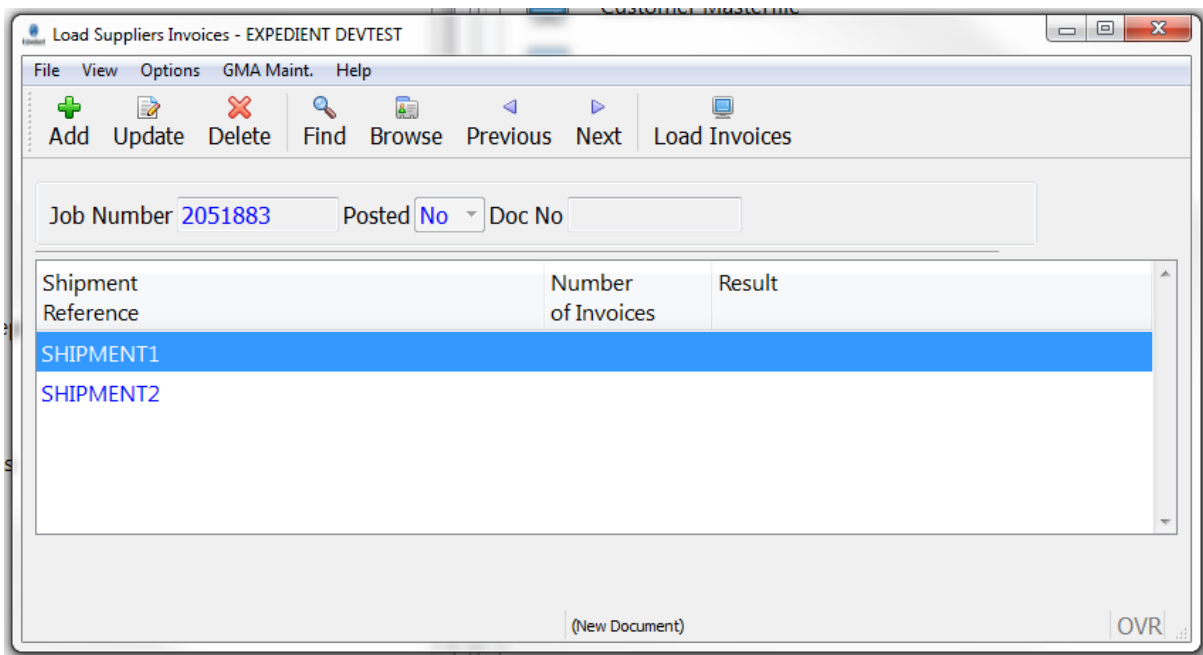
Shipment No.	Load Date	No Lines	Invoice Amt.
SHIPMENT1	10/04/2012	22	86575.35
SHIPMENT2	10/04/2012	17	220979.43
SHIPMENT3	10/04/2012	90	310572.27

OK Cancel Re-Query

Query has found 3 Invoice record(s) OVR

Select the Shipment reference for the batch of Supplier's Invoices you want to associate with the Job and OK.

Select one or many batches for the job.



File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Load Invoices

Job Number 2051883 Posted No Doc No

Shipment Reference	Number of Invoices	Result
SHIPMENT1		
SHIPMENT2		

(New Document) OVR

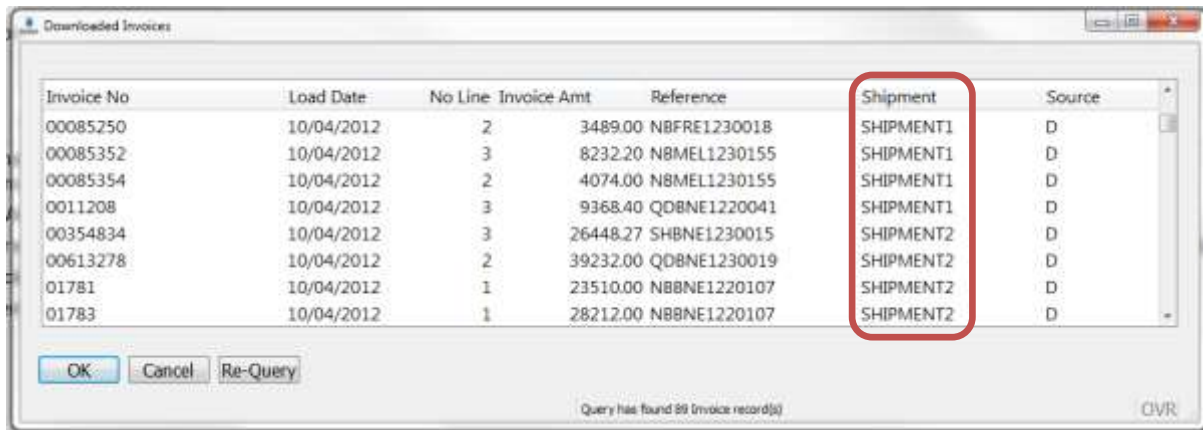
To attach the batches of Supplier's Invoices to the job go to Options and Load Invoice or use the toolbar

button  **Load Invoices**.

You will be advised if the load was successful or if invoices within the batch that you have attached have already been posted and cannot be loaded to the job.

Once successfully loaded you can view the Supplier Invoices in the Supplier's Invoice screen.

A new column showing the Shipment number has been added to the Downloaded Invoice list visible when  is selected in the Invoice Number field in the Supplier's Invoice screen.



Invoice No	Load Date	No Line	Invoice Amt	Reference	Shipment	Source
00085250	10/04/2012	2	3489.00	N8FRE1230018	SHIPMENT1	D
00085352	10/04/2012	3	8232.20	N8MEL1230155	SHIPMENT1	D
00085354	10/04/2012	2	4074.00	N8MEL1230155	SHIPMENT1	D
0011208	10/04/2012	3	9368.40	Q0BNE1220041	SHIPMENT1	D
00354834	10/04/2012	3	26448.27	SHBNE1230015	SHIPMENT2	D
00613278	10/04/2012	2	39232.00	Q0BNE1230019	SHIPMENT2	D
01781	10/04/2012	1	23510.00	N8BNE1220107	SHIPMENT2	D
01783	10/04/2012	1	28212.00	N8BNE1220107	SHIPMENT2	D

Query has found 89 Invoice record(s)

COPY SUPPLIER'S INVOICE

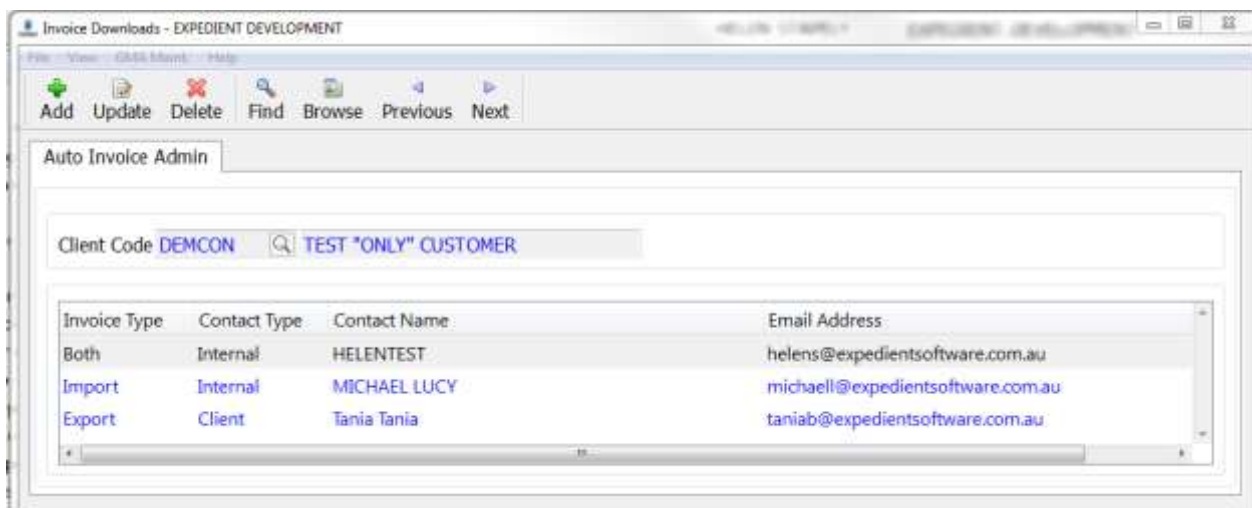
This function allows users to copy a Suppliers Invoice from one job to another job no.

Users can only copy the suppliers invoice to a job for the same Customer code and the invoice number must not already exist against the new job no.

AUTO INVOICE ADMIN

This function allows users to maintain contacts for invoices that are automatically imported. This option is available in the Sundry folder in Down Load Data Files.

Select the client code and set up the invoice type, contact type, contact names and email addresses at the contact and within your company. These contacts will be automatically sent an email alerts when invoices are imported from the selected company.

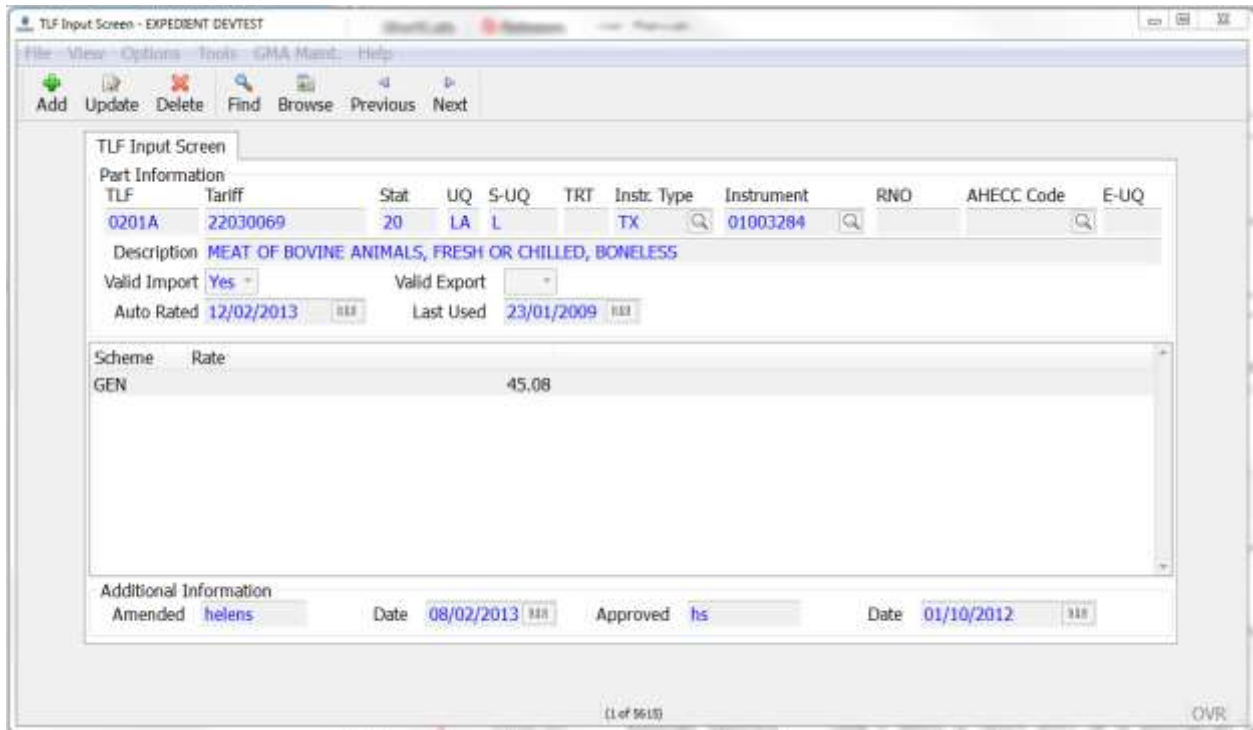


Client Code: DEMCON TEST "ONLY" CUSTOMER

Invoice Type	Contact Type	Contact Name	Email Address
Both	Internal	HELENTES	helens@expedientsoftware.com.au
Import	Internal	MICHAEL LUCY	michaell@expedientsoftware.com.au
Export	Client	Tania Tania	taniab@expedientsoftware.com.au

Creating TLF's

TLF's are used as short codes, storing information such as Tariff, Stat, and Treatment Code. This allows users to save time in data entry and when changing TLF information. This is accessed via the **Main Menu** select **Customs Clearance/Tariff Class, TLF Maintenance** function



Field Name	Description	Validation	Default
TLF	This is the Tariff Line File. This is a unique number	Mandatory	Blank
Tariff	The eight-digit tariff classification applicable to the goods being entered, as specified in Schedule 3 of the Australian Customs Tariff.	Optional	Blank
Stat	The statistics code.	Mandatory	Blank
UQ	This is the Unit Quantity. E.g.: No for Number or KG for Kilograms	Optional	System Generated from Customs
S-UQ	This is the secondary Unit Quantity which may be required for Customs	Optional	System Generated from Customs

Field Name	Description	Validation	Default
TRT	This is the 3 letter Treatment Code	Conditional: Mandatory if Instrument is blank	Blank
Instrument	This is the Instrument Code. You can click on the  to lookup the Country Codes Masterfile.	Conditional: Mandatory if TRT is blank	Blank
AHECC Code	This is the Export Code for the TLF.	Optional	Blank
E-UQ	This is the Export Unit Quantity	Optional	Blank
Description	This is the Description of the TLF	Optional	Blank
Valid Import	This is a no entry field and is for display purposes only. This describes whether the TLF has the correct information. Expedient checks this data with that of Customs and if the information on the TLF is invalid then this will be set to No.	N/A	
Valid Export	This is a no entry field and is for display purposes only. This describes whether the TLF has the correct information. Expedient checks this data with that of Customs and if the information on the TLF is invalid then this will be set to No.	N/A	
Auto Rated	This is a no entry field and is for display purposes only. This describes the last date in which the Expedient System checked with Customs whether the TLF is valid/in valid.	N/A	
Last Used	This is a no entry field and is used for display purposes only. This displays the last time the TLF was used in a shipment	N/A	
Duty Rate	This describes the Duty Rate against Preferential Rates: • GEN • DC • DCT • DCS • FI • LDC	Optional	Blank
Preference Schemes	This describes the Preference Scheme for the following countries: • CA • MY • NZ • PG • SG • TH • US	Optional	Blank

Field Name	Description	Validation	Default
Amended	This displays who was the last person to amend the TLF. This is a no entry field, and is used for display purposes only.	N/A	Blank
Date	This display the date in which the TLF was last amended. This is a no entry field, and is used for display purposes only.	N/A	Blank
Approved	This displays who approved the TLF.	Optional	Blank
Date	This display what date the TLF was approved	Optional	Blank

Creating Parts

There are 2 ways to add parts, manually or via a download feature.

AUTOMATIC PARTS DOWNLOAD

If you have a Parts File, you can upload this file via menu **Download Data Files / Load Parts File**.

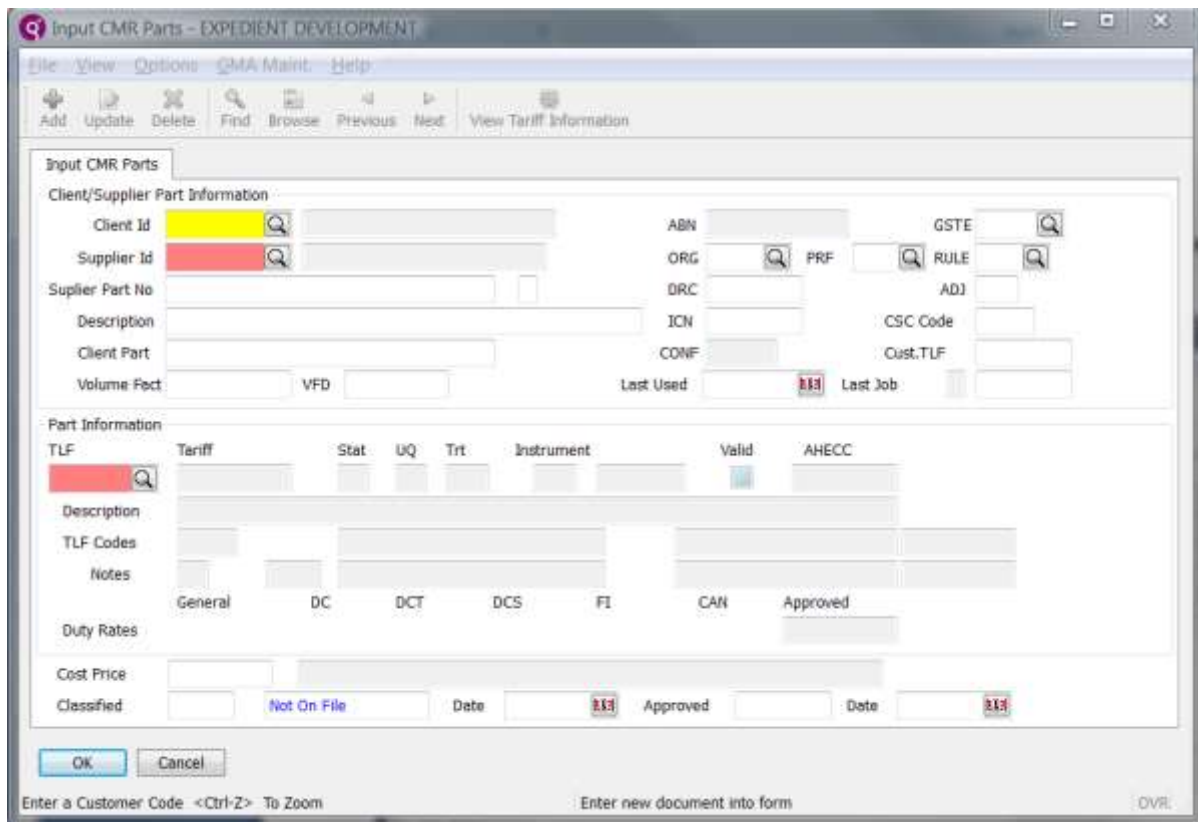
A	Client Code	Mandatory	This field can be added once the client sends the file to you. Column inserts into the Client Id Field
B	Supplier Code	Mandatory	This field can be added once the client sends the file to you. Column inserts into the Supplier Id Please Note: if you wish to add parts that are available to view for that customer for all supplier for that customer use #DEF in this field
C	Supplier Part Number	Mandatory	This is a mandatory field and should be completed by the client. Sup. Part No.
D	Part Description	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
E	Client Part Number	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
F	TLF	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
G	Country Code	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
H	Preference	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully
I	Preference Rule	Non Mandatory	This is not a mandatory field but the column is needed for the processing to complete successfully

Example file:

DEMCON,1004,8954,MOUSEPAD-LENTICULAR,400,0917J,TW,DCS,P50

MANUAL PARTS ADD

Manually adding Parts to the Expedient System is performed via menu Customs Clearance/Tariff **Class – CMR Parts**. By clicking the Add button or typing A will place the cursor in the input screen in Add Mode. See below:

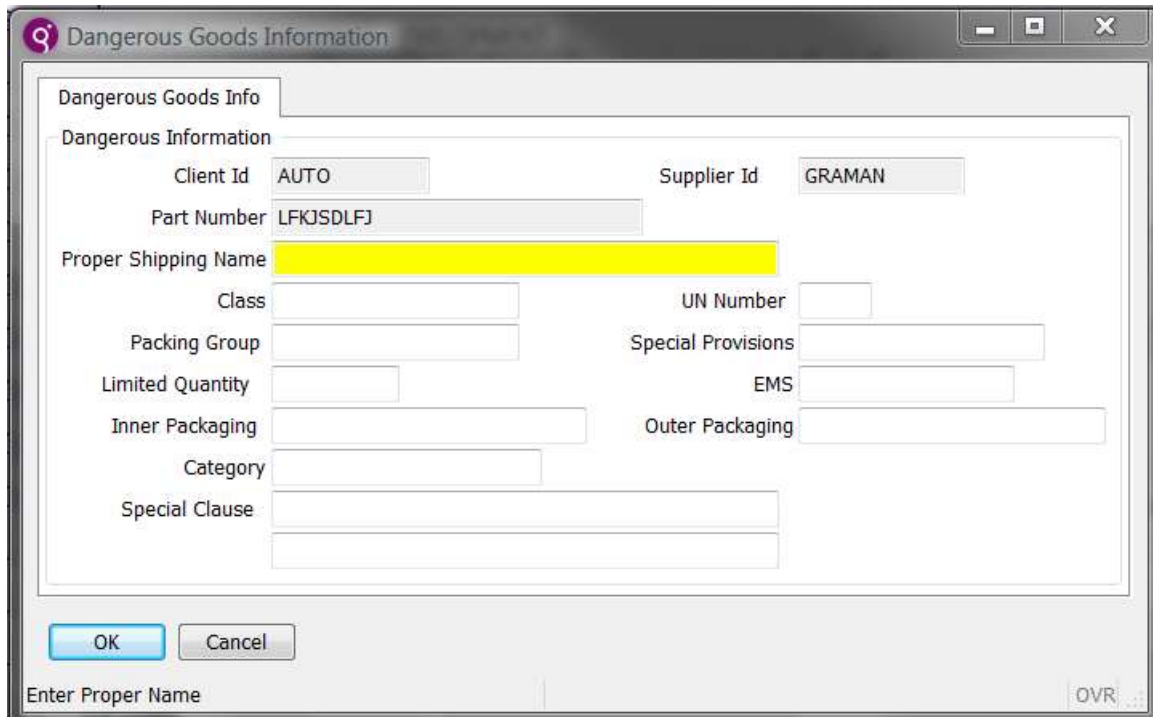


Field Name	Description	Validation	Default
Client Id	This is the Customer Code. You can click on the  to lookup the Customer Masterfile.	Mandatory	Blank
ABN	This is the Customer's ABN (and CAC if entered in the Customer Masterfile). This is a no entry field and is used for display purposes only	Mandatory	Customer Masterfile
GSTE	This is the GST Exemption Code. You can click on the  to lookup the GST Exemption Codes that is downloaded from Customs	Optional	Blank
Supplier id	This is the Supplier Code. You can click on the  to lookup the Supplier Masterfile.	Mandatory	Blank
ORG	This is the Origin Country of the Part. You can click on the  to lookup the Country Codes Masterfile. This Masterfile is found in the (Administration Menu, Country Codes Masterfile).	Optional	Blank
PRF	This is the Product Preference Scheme Code. You can click on the  to lookup the Preferences that is downloaded from Customs.	Conditional on ORG	Blank
Rule	This is the Product Preference Rule Code. . You can click on the  to lookup the Preference Scheme Types that is downloaded	Conditional	Blank

Field Name	Description	Validation	Default
	from Customs.	on PRF	
Supplier Part No	This is the Supplier's Part Number	Optional	Blank
DRC	This is the Product Dumping Exemption Code.	Optional	Blank
ADJ	This is the Product Adjustment Percentage.	Optional	Blank
ICN	This is the Product Import Credit Number. This identifies the Credit Spend.	Optional	Blank
CSC Code	This is the Product Security Code. A Customs-allocated security number that must be quoted when the goods being entered are subject to compliance with either end-use conditions, dumping/countervailing provisional measures or temporary importations.	Optional	Blank
Client Part	This is the Client's Part Number. This is what the customer recognises. This prints on Landed Costings	Optional	Blank
Cust. TLF	This is the Client's TLF	Optional	Blank
Volume Fact	This is the Landed Costing Volume / Weight Factor.	Optional	Blank
VFD	This is the Value for Duty	Optional	Blank
Last Used	This is a no entry field and used to display what date this was last used	N/A	Blank
Last Job	This is a no entry field and used to display what job this was last used for	N/A	Blank
Parts Information			
TLF	This is the TLF that you wish to associate with this part. All other fields in this section relate to the TLF. See the TLF Screen for further details on each field	Mandatory	Blank
Cost Price			Blank
Classified	This is the user who classified this part. This is a no entry field and used for display purposes	N/A	Blank
Date	This is the date the part was classified	N/A	Blank
Approved	This is the user who approved this part	Optional	Blank
Date	This is the date the user approved this part		Blank

ENTERING DANGEROUS GOODS INFORMATION

If this part is declared as Dangerous, then information pertaining to dangerous goods is found in **Options – Enter Dangerous Goods Information**.



Field Name	Description	Validation	Default
Client Id	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Part Number	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Proper Name	This is the proper shipping name of the Dangerous Good	Optional	Blank

Field Name	Description	Validation	Default
Class	This is the Class of the Dangerous Goods. There are 9 classes of Dangerous Goods: Class 2.1 - Flammable gases Class 2.2 - Non-flammable, non-toxic gases Class 2.2 - Non-flammable, non-toxic gases sub-risk 5.1 (Oxidising gases) Class 2.2 - Toxic gases Class 3 - Flammable liquids Combustible liquids Class 4.1 - Flammable solids Class 4.2 - Substances liable to spontaneous combustion Class 4.3 - Substances that in contact with water emit flammable gases Class 5.1 - Oxidising agents Class 5.1 - Organic peroxides Class 6.1 - Toxic substances Class 8 - Corrosive substances Class 9 - Miscellaneous dangerous goods	Optional	Blank
UN Number	This is the four-digit numbers that identify hazardous substances , and articles (such as explosives, flammable liquids, toxic substances, etc.) in the framework of international transport	Optional	Blank
Packing Group	Packing groups are used for the purpose of determining the degree of protective packaging required for Dangerous Goods during transportation.	Optional	Blank
Special Provisions	Contains the numeric codes of special provisions that have to be met. These provisions concern a wide array of subjects.	Optional	Blank
Limited Quantities	The maximum quantity per inner packaging or article for transporting dangerous goods	Optional	Blank
EMS	This is the Emergency Schedule	Optional	Blank
Inner Packaging	This describes the type of inner packaging with the Dangerous Good	Optional	Blank
Outer Packaging	This describes the type of outer packaging with the Dangerous Good	Optional	Blank
Category	This is the Category of the Goods	Optional	Blank
Special Clause	Enter any Special Clause that pertains to this good	Optional	Blank

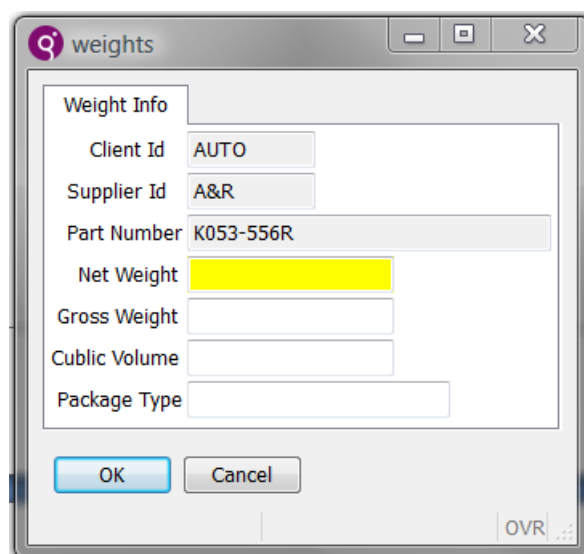
DELETING PARTS

To delete many parts from the database in one action create a CSV file of the parts you want to remove. Replace the TFL value for the parts with the word 'DELETE'. Upload the CSV file in the Sundry>Download Data Files>Load Parts File option.

Please refer to [Automatic Parts Download](#) for the CSV file format required for loading the Parts file.

ENTERING PART WEIGHT INFORMATION

To update the Weights of the Part, you can perform this via **Options – Update Weights**.



Field Name	Description	Validation	Default
Client Id	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Supplier Id	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Part Number	This is a no entry field, and for display purposes only	Mandatory	Parts Masterfile
Net Weight	This is the Net Weight of the Part	Optional	Blank
Gross Weight	This is the Gross Weight of the Part	Optional	Blank
Cubic Volume	This is the Cubic Volume for the Part	Optional	Blank
Package Type	This is the Packaging type of the part	Optional	Blank

Creating Nature 10/20

The Nature 10/20 can be created from the Job Registration Screen (via Nature 10/20 Button) or via Menu **Customs Clearance / Tariff Class – Nature 10/20**. This option is also available from the Option menu in the Job Registration screen.

CUSTOMS ENTRY HEADER TAB

Input Nature 10/20 - EXPEDIENT DEVTEST

Add Update Delete Find Browse Previous Next Charges Submit Entry Pay Entry Pay AQIS AQIS/AEP EDI History Print Dec.

Entry **Lines**

Entry Details
 Job No: 6901154 EDI Status: \$ Successful but Modified User ID: nola
 Nature: 15 NI10:SEA Entry No: AA6EWYPL Version: 1 Entry Status: **HELD**
 Norm/Split: Normal AQIS Paid: 249.00 Entry Date: 29/12/2011 ICS Summary:

Customer/Supplier Details
 Customer: DEMCON ABN/CCID: 20079873626 EFT: Yes Auto Entry Copies: 1
 Supplier: 1005 VALB: TV Related: No ORG: CN PRF: GEN Rule:

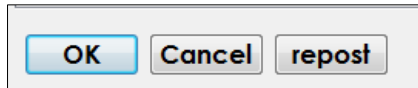
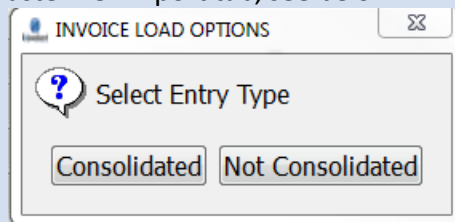
Terms & Values
 DTVA: 02/12/2011 FOB: 127500.00 USD CIF: 4550.00 USD COM:
 ITRM: FOB PC: 288.15 USD OFT: 4550.00 USD DSC:
 ITOT: 127500.00 USD ONS: 288.15 USD LOH: OTH ADD:
 Entr: 127500.00 FIF: T&I OTH SUB:
 Diff: 0.00 Curr 1: USD 1.0249

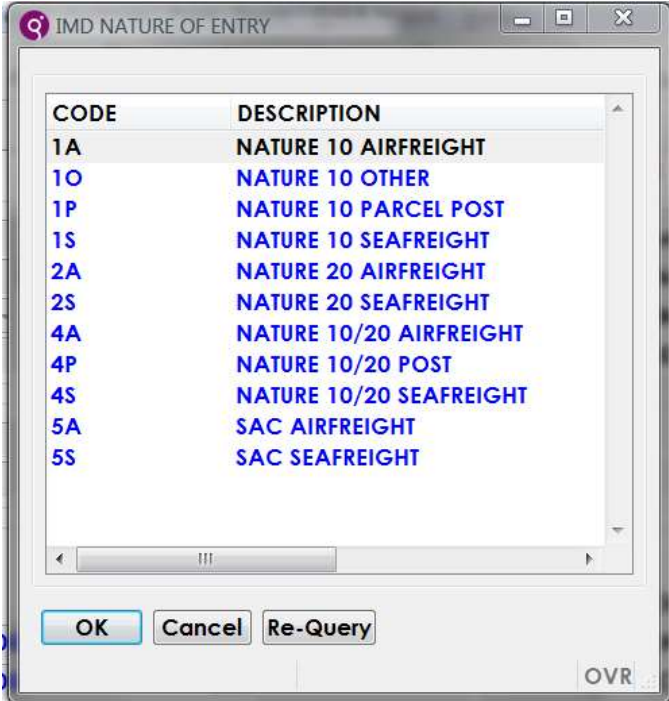
Additional Information
 GSTE: Amber: NOT AMBER LINE Exam: No PUP: No GRWT: 100250.00 KG

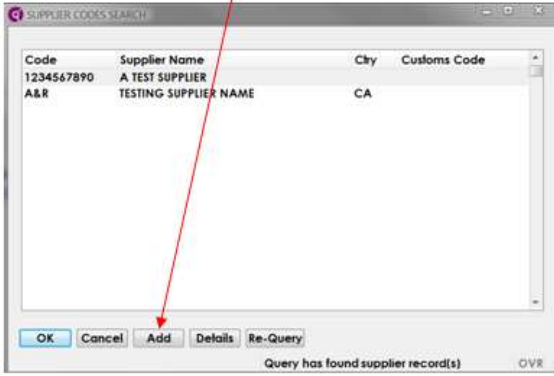
Transport Lines

Master Bill/Post No	House Bill	Container No	Type	Units	Pieces	Cargo Status	ACS/AQIS Status
OOLU3070050951		OOLU3764308	FCL	1	20	CLEAR	YYYY
OOLU3070050951		OOLU1560347	FCL	1	20	CLEAR	YYYY
OOLU3070050951		OOLU1059269	FCL	1	20	CLEAR	YYYY
OOLU3070050951		OOLU1813105	FCL	1	20	CLEAR	YYYY

Cargo Status: **ALL CLEAR**

Field Name	Description	Validation	Default
Entry Header			
Job No	This is the Job Number. This automatically populates if you have entered this screen via the Job Registration screen. If you have accessed this screen via the Customs Clearance / Tariff Class. Menu then you will need to enter a valid Job Number. Once you have input a job number, the system will then search for any Supplier's Invoices that exist in Menu – Customs Clearance – CMR Supplier's Invoice for that Job Number. If found then it will load all of the Invoices for that Job Number (even multiple supplier's). Please Note: All supplier(s) must have a valid CCID for the Entry Lines to be successfully loaded from The Supplier's Invoice. If have added a Supplier's Invoice whilst adding the Nature 10/20, click on the Repost button. This will perform another search. See button: 	Mandatory	Job Registration
Norm/Split	After the Job No has been inserted a Pop Up Message displays if the Client is set to Entry Type "Ask at Entry Time" in the Customer Masterfile>Import tab, see below:  Consolidated: Selecting this groups the like TLF's, Origin and Preference onto a single line on the Customs Entry Non-Consolidated: Selecting this keeps each line separated on the Customs Entry	Conditional on Entry Type flag in the Customer Masterfile, Importer tab	Blank

Field Name	Description	Validation	Default
Nature	This is the Nature Type. This automatically sets a value based on the Job Number that is selected. You can also click on the  to display the following Nature Types: 	Mandatory	Job Registration
AQIS Paid	This indicates the amount paid to AQIS	Optional	Blank
Status	This indicates the status of the Nature 10/20 submission to Customs	Optional	System Generated
Entry No	This is the Entry No and version number received from Customs	Optional	Customs
Entry Date	This is the date the submission was made to Customs	Optional	System Generated
User ID	This is the user that sent the Customs submission	Optional	System Generated
Entry Status	This is the status as of the entry updated by Customs	Optional	Customs
ICS Summary	This is the Customs Clearance Status for the job. This information is colour coded - N=red, \$=yellow, Y=green. The text will be displayed in the worst case colour against the job.	N/A	Customs
Customer	This is the customer code for the client	Mandatory	Blank

Field Name	Description	Validation	Default
ABN/CCID	This is the ABN/CCID of the Customer that you have clearing the goods for Please Note: If the ABN/CCID is not recognised by Customs Australia then the Entry will not be able to be lodged from Expedient The ABN (and CAC number if entered) is populated from the Customer Masterfile.	Mandatory	Customer Masterfile
Supplier	This is the Supplier that is supplying the goods on the shipment that need to be cleared. You can click on the  to display a list of Suppliers for that Customer. The Supplier's Masterfile is found in Menu Administration – Supplier's Masterfile. If this Supplier does not exist then you can add the Supplier from the Look up screen. See Below: 	Mandatory	Blank
VALB	This is the Valuation Basis. The code used to indicate the Valuation Basis from which the Customs Value is derived. Relates to the particular Valuation method utilized to determine the Customs Value of goods. You can click on  to display the List of Valuation Basis. If there is a Valuation Basis that does not exist please Contact GMA Staff	Mandatory	TV – Transactional Value
Related Supplier Indicator	This is the Related Supplier Indicator. Tick this box if you want all of the Entry Lines to have this set to yes.	Optional	Blank
ORG	This is the Country of Origin of the Goods. You can click on  to display the list of Countries. The Country Masterfile is found in Menu, Administration – Country Code Masterfile	Mandatory	Load Port from Job Registration
PRF	This is the Preference Scheme Type. You can click on  to display the list of Preference Scheme Types for the Country of	Mandatory	General

Field Name	Description	Validation	Default
	Origin. If this doesn't exist then please contact GMA Staff		
RULE	This is the Product Preference Rule Code. You can click on the  to lookup the Preference Scheme Types that is downloaded from Customs	Mandatory	Blank
DTVA	This is the Date of Valuation	Mandatory	Job Registration
ITRM	This is the ICS Invoice Terms. You can click on  to display the list of IMD Invoice Terms. If a Term doesn't exist then please contact GMA Staff	Mandatory	Blank
ITOT	This the Invoice Total of the Goods	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
FOB	This is the Value of the good Free on Board	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
CIF	This is the Value of Goods include Marine Insurance and Freight	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
PC	This is the Cost of Original Export Packing	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
OFT	This is the Overseas Freight and/or deductible inland freight costs	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
ONS	This is the Cost of Marine Insurance. This is calculated using the following rules: Terms = EXW, FOB, FCA, FAS FOB value multiplied by the ONS Factor stored against the Customer (See Customer Masterfile/Importer Tab/ONS Factor Field) OR if this is blank then use the system default. (Usually .0025%)	Optional	ONS Factor OR System Default

Field Name	Description	Validation	Default
	Terms = CFR, CIF, CIP, CPT, DAP, DAT, DDP, DDU, DEQ, DES CIF value less freight (OFT) multiplied by the ONS factor stored against the OR if this is blank then use the system default. $ONS = ((CIF - OFT) / (1 + \text{factor})) * \text{factor}$ The system default is currently set to .0025 but can be changed upon request. The Customers ONS Factor can be set under the Importer Tab in the Customer Masterfile.  By Default, your system will not have this activated. Upon request this can be added. There are 2 levels: • Add button to Nature 10/20 Screen and when clicked will calculate the ONS Amount based off the above rules • Automatically calculate this value on all import declarations without having to click the button.		
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
LCH	This is the Cost of Landing Goods into Store	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
FIF	This is the Cost of Inland Freight Carrying Goods	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
T&I	This is the Transport and Insurance Valuation in Australian Dollars	Optional	Blank
COM	This is the cost of Commission	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
DSC	This is the Discount Amount	Optional	Blank

Field Name	Description	Validation	Default
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
OTH ADD	This is the Cost of other Charges	Optional	Blank
OTH SUB	This is the Cost of any other Charges	Optional	Blank
Currency Code	This is the Currency Code of the Invoice. You can click on  to display the list of ICS Currency Codes. If a Currency doesn't exist then please contact GMA Staff	Optional	AUD
GSTE	This is the Goods and Services Tax Exemption Number. You can click on  to display the list of GSTE Codes. If a Code doesn't exist then please contact GMA Staff	Optional	Blank
Amber	This is the Amber Reason Code. Select from a drop down list of options	Optional	NOT AMBER LINE
EFT	Are the Customs Entry and AQIS to be paid via EFT?	Optional	YES
Exam	Enter Y for Visual Exam Applied	Optional	No
PUP	Enter Y if Paying under Protest	Optional	No
GRWT	This is the Gross Weight	Optional	Job Registration
UQGWT	This is the Gross Weight unit of Measurement	Optional	Job Registration
M/Bill	This is the Master Bill	Optional	Job Registration
H/Bill	This is the House Bill  Please Note: If you are consolidating this entry across multiple house bills then you will need to add the extra house bills you added at the Supplier's Invoice.	Optional	Job Registration
Container No	This is container number	Mandatory	Job Registration
Type	This is the container type	Optional	Job Registration
Units	This is the number of units. This is only sent to Customs for FCL shipments and usually is set 1 for 1 container.	Optional	1
Pieces	This is the number of pieces.	Mandatory	Job

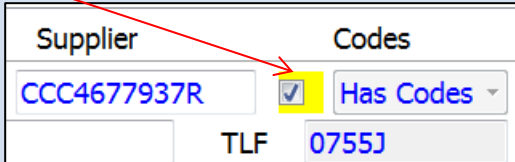
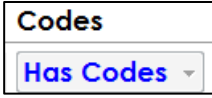
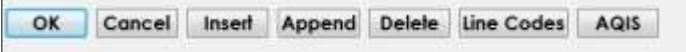
Field Name	Description	Validation	Default
	Please Note: 1 for Bulk / Break Bulk		Registration
Cargo Status	This is the Customs Status for each line	N/A	Customs
ACS/AQIS Status	This is the ACS/AQIS status for each container. This information is colour coded - N=red, \$=yellow, Y=green. The text will be displayed in the worst case colour against the container.	N/A	AQIS

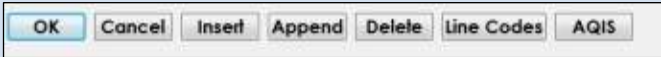
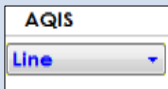
CUSTOMS ENTRY LINES TAB

Below are the Lines of the Nature 10/20 Entry Screen:



Field Name	Description	Validation	Default
Entry Lines			
Tariff	The eight-digit tariff classification applicable to the goods being entered, as specified in Schedule 3 of the Australian Customs Tariff.	Mandatory	TLF Masterfile from Part
Stat	The statistics code.	Mandatory	TLF Masterfile from Part

Field Name	Description	Validation	Default
TRT	This is the 3 letter Treatment Code	Optional	TLF Masterfile from Part
Instrument	This is the Instrument Code. You can click on the  to lookup the Country Codes Masterfile.	Optional	TLF Masterfile from Part
Qty	This is the Quantity of the Parts on the Supplier's Invoice	Mandatory	Supplier's Invoice
UQ	This is the Unit Quantity. E.g.: No for Number or KG for Kilograms	Optional	KG
Price	This is the Price of the Parts on the Supplier's Invoice	Optional	Supplier's Invoice
Instrument Code/Number	This is the Instrument Code and Number.	Optional	TLF Masterfile from Part
Supplier	This is the Supplier's CCID.	Mandatory	Supplier's Masterfile
Related Supplier	Check this if this importer is related to Supplier: 	Optional	Header Tab
Codes	This displays where the line has any codes against it. If you see this against the line  then you can click on the line item and then the Line Codes button for a list of Codes against the line item.  This will display something like this: 	Optional	TLF Masterfile from Part
AQIS	This describes any AQIS needs on the line. This can be set up at the header level which will set the AQIS to be equal to the	Optional	TLF Masterfile

Field Name	Description	Validation	Default
	Header or you can select AQIS on each line. Setting this at the header is done via Options – AQIS Details If the AQIS is applicable to the line item only then, in update mode click on the line item and then click on the AQIS button at the bottom of the screen.  The AQIS line will now display the following: 		from Part

CUSTOMS ENTRY SUBMISSION PROCESS

Submit Entry This option lodges the Entry with Customs, without authorising Customs to Debit any money. Only a Customs broker with an ICS Broker Number in the Users Masterfile can submit a Customs Entry.

The ICS Client Notes will pop up before the submission process begins if the pop up configuration has been set in the Customer Masterfile

Pay Entry This option directs Customs to debit the money when they are ready. Any User within the Users Masterfile/User Options that has IMD_PAY set to yes can pay. The Nature 10/20 screen button to Pay the Entry will be greyed out for users that do not have this option turned on.

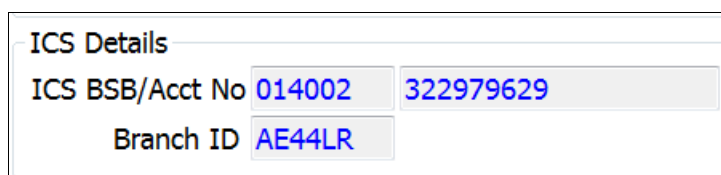
For User :

Area	Description	Y/N
IMD_PAY	THIS USER CAN PAY AN IMPORT DECLARATION	☒

ENTRY PAYMENT OPTIONS

For payment of Duty there are 3 ways money can be withdrawn from Customs

The first option is whereby the money is withdrawn from the Customs Brokers Bank Account. The Bank Account Details, in which Customs draw the money from is stored in the Branch Masterfile, see below:



The screenshot shows the 'ICS Details' form with the following fields:

- ICS BSB/Acct No: 014002 322979629
- Branch ID: AE44LR

The second option is whereby the money is withdrawn from the Customers Bank Account Directly. This is set up in the Customer Masterfile in the Importer / Bank Detail Tab
See Below:

al	Debtor	Creditor	Importer
Customs Bill to			
Billing Bill to DEMCON			
Customs Broker DEMCON			
Owner EFT Yes			

General	Debtor	Creditor	Importer	Aviation Security	Forwarder	Bank Detail
Bank BANK Branch BRANCH BSB No 123-456 Account No 1111222						

The third option is where the Customer is set up as an Agent's Client (that is, you are performing the clearance for your customers' customer). This is set up in the Debtor Tab in the Customer Masterfile:

Agent Info
Interstate Agent? Yes

Once this is flagged as yes then users can enter the Agents Customers in the Interstate Agents Clients Masterfile Screen (available in Options). This screen allows users to enter the ABN, ICS Bank Account Information and whether they are GST Deferred.

Interstate Agents Client

Agent Code **DEMCON**

TEST "ONLY" CUSTOMER

VIC

Client **SLCTEST**

Business Name **DSLFAJDSFLJKA**

Contact **DSLJADSLFJ**

Interstate Agent Client Address

Address 1 **1 STMITH STREET**

Address 2

Suburb **COLLINGWOOD**

State **VICTORIA**

Post Code **3011**

Phone

Fax

ABN **11111111111**

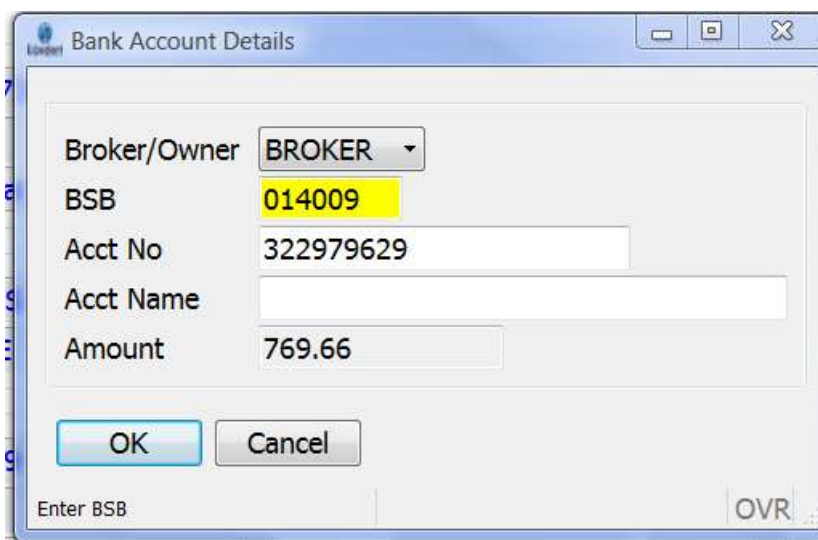
Defer GST payment ☐

ICS Bank Acct

Special Notes

UPDATE BSB

If the Bank Information that is used is not the Brokers'/Customers/Agent's Client's, then users can amend this for the relevant entry.



A screenshot of a 'Bank Account Details' dialog box. It contains the following fields: 'Broker/Owner' with a dropdown menu set to 'BROKER', 'BSB' with the value '014009' highlighted in yellow, 'Acct No' with the value '322979629', 'Acct Name' with an empty text box, and 'Amount' with the value '769.66'. At the bottom, there are 'OK' and 'Cancel' buttons. Below the buttons, there is a label 'Enter BSB' and a small 'OVR' indicator.

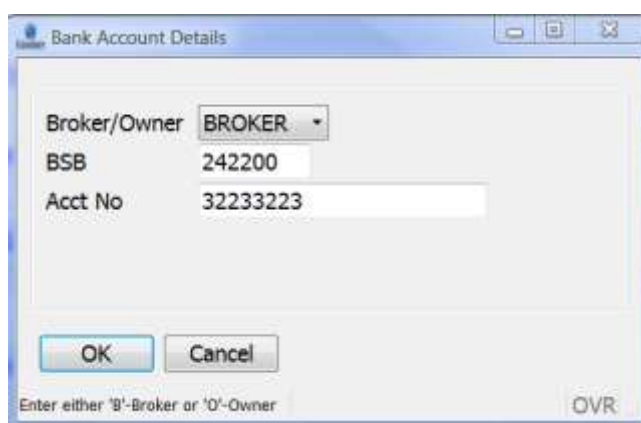
GST DEFERRED

Customs Accounts can be set up with Customs to defer GST. A GST Deferred indicator is stored in the Expedient System against the Customer Masterfile and/or Interstate Agents' Client Masterfile. This is used only for printing of Pre-Lodgements to ascertain the amount of Duty/GST payable. Once the Customs Entry is sent to Customs, Customs know where that Customer is GST Deferred or not.

PAY AQIS

This option sends the relevant information to pay AQIS. Only a User with a valid AQIS number and an expiration date greater than today within the User's Masterfile can perform this function. Similar to paying Duty, the AQIS payment can be drawn from the Brokers Account, or the Customers (Owner) Account. See the below screen of the Payment Option:

Please Note: If the OWNER option is not available to any user, please inform the Expedient Support team who will be able to activate this.



A screenshot of a 'Bank Account Details' dialog box. It contains the following fields: 'Broker/Owner' with a dropdown menu set to 'BROKER', 'BSB' with the value '242200', and 'Acct No' with the value '32233223'. At the bottom, there are 'OK' and 'Cancel' buttons. Below the buttons, there is a label 'Enter either 'B'-Broker or 'O'-Owner' and a small 'OVR' indicator.

PAYMENT AUTHORITY

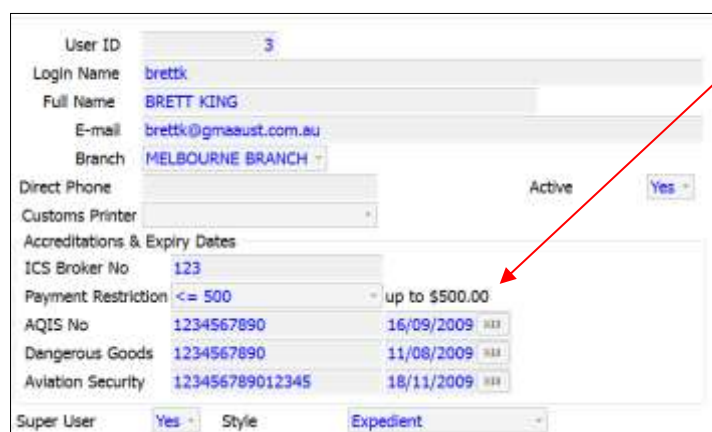
Expedient can enforce payment level authority when paying an entry.

This is set to off as default. If this is a feature that is required, then please contact GMA Support to activate this. Once this feature is activated, Payment levels are set up in Menu Administration / Company Details / Entry Payment Levels. The data in the Pay Levels is entirely up to the company policies. The below list is a guide only:



Code	Description	Amount
NP	PAYMENT NOT ALLOWED	0
LV1	<= 500	500
LV2	<= 1000	1000
LV3	<= 10000	10000
LV5	<= 100000	100000
LV6	UNRESTRICTED	999999999

Once the above has been set up, a Super User can then set an individual's payment level in the Users Masterfile. This is located in Administration – Company Details – Users Masterfile, see below:

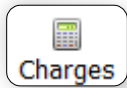


Please note: The Payment Authority Amount is calculated off the total amount payable for the entry, it will not take into account previous payments/refunds for entry amendments.

Under the current Customs guidelines, Expedient cannot fully identify if GST will be payable or deferred. (Expedient performs the best based on the defer GST flag in the Customer Masterfile), so this could result in a differing amount being calculated.

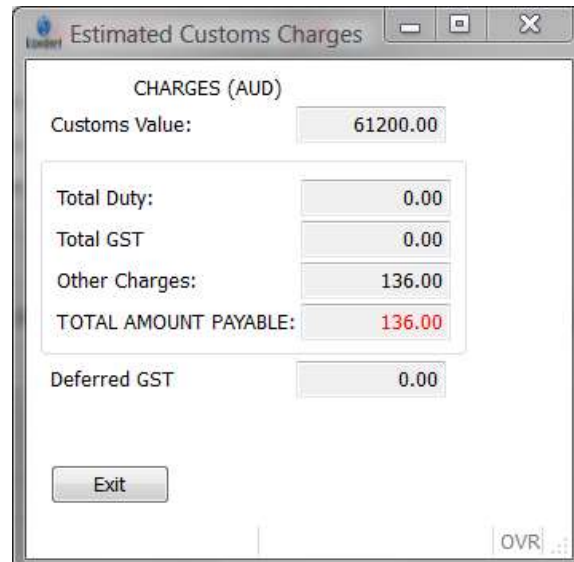
Expedient does not calculate Wine Tax, Luxury Car Tax, Dumping Duty or Countervailing Duty so these could result in a differing amount being calculated and paid.

If the module is turned ON but no restriction is entered against a user then they will have unrestricted payment amounts (assuming they are a broker OR been granted payment privileges if IMD PAY option is turned ON)



Charges

This button displays the **Estimated** Customs Charges on your Customs Entry.



The screenshot shows a window titled "Estimated Customs Charges" with the following data:

CHARGES (AUD)	
Customs Value:	61200.00
Total Duty:	0.00
Total GST	0.00
Other Charges:	136.00
TOTAL AMOUNT PAYABLE:	136.00
Deferred GST	0.00

At the bottom of the window, there is an "Exit" button and a status indicator "OVR".

POSSIBLE ENTRY STATUSES

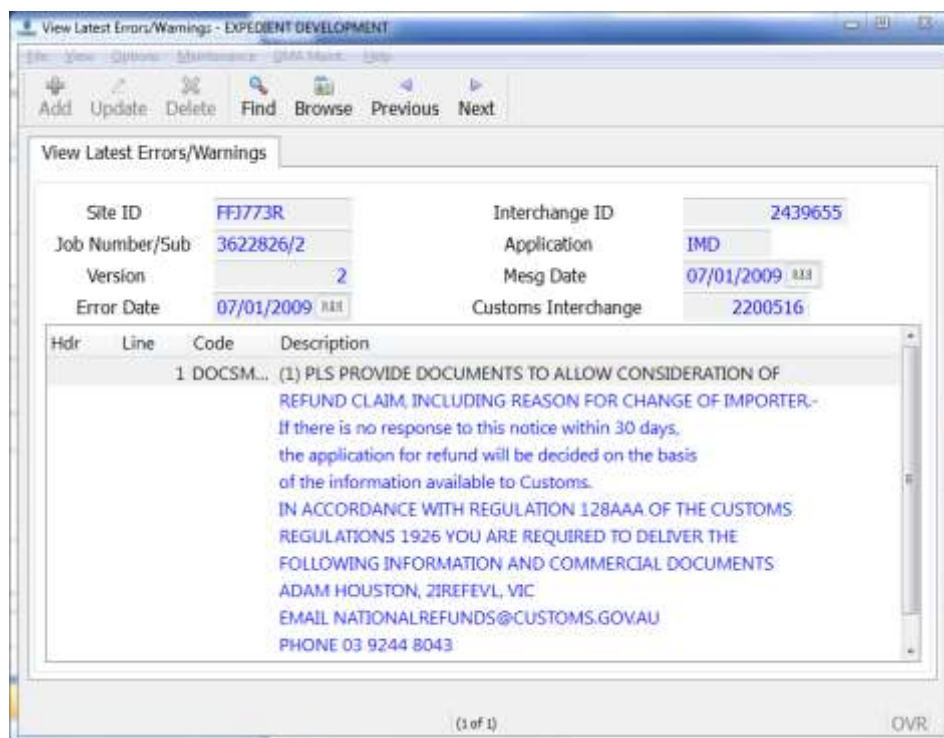
Status	Description
Not Submitted	The Entry has been created, but not lodged with Customs
Being Submitted	Message has been sent to Customs but not yet acknowledged
In Progress	Message has been acknowledged by Customs, and they are currently processing the Entry
Successful	Successfully submitted to Customs
FAILED	This means that Customs have sent back the Entry as Failed. To fix this entry you need to firstly view the Errors and fix accordingly. IF you are unsure of what the Errors means, please read the FAQ page in this document
Successful with Warnings	Successfully submitted to Customs with Warnings that may or may not require attention. This is viewable on the View Errors Option
Successful but Modified	This means the Entry has been modified after a successful status from customs. You will need to resubmit this entry to get a Successful message

DOCS REQUIRED



The Docs Required button,  will appear on the screen when Customs advise us they require further documentation.

Click on the button to view Customs message, e.g.



Site ID	Interchange ID
FFJ773R	2439655
Job Number/Sub	Application
3622826/2	IMD
Version	Mesg Date
2	07/01/2009
Error Date	Customs Interchange
07/01/2009	2200516

Hdr	Line	Code	Description
1	DOCSM...	(1)	PLS PROVIDE DOCUMENTS TO ALLOW CONSIDERATION OF REFUND CLAIM, INCLUDING REASON FOR CHANGE OF IMPORTER. If there is no response to this notice within 30 days, the application for refund will be decided on the basis of the information available to Customs. IN ACCORDANCE WITH REGULATION 128AAA OF THE CUSTOMS REGULATIONS 1926 YOU ARE REQUIRED TO DELIVER THE FOLLOWING INFORMATION AND COMMERCIAL DOCUMENTS: ADAM HOUSTON, 2IREFEVL, VIC EMAIL NATIONALREFUNDS@CUSTOMS.GOV.AU PHONE 03 9244 8043

WITHDRAW ENTRY

If this entry is not to your satisfaction then it is possible to withdraw the entry.

VIEW EDI HISTORY

This is a history of the files submitted and received from Customs. This also allows you to view the Errors for all Submissions

VIEW ERRORS

This is a list of any errors that have come back from Customs on the **latest Submission only**

RESET SUBMISSION STATUS

Within 30 minutes of lodging an Entry to Customs it is possible within Expedient to Reset the Status. This is only possible when the Status is "Being Submitted".

DELIVERY ADDRESS DETAILS

This is the Delivery Address that is being reported to Customs. This is drawn from the delivery details tab from the Job Registration Screen. The AQIS classification for the delivery address postcode is displayed.

AQIS / AEP DETAILS

This screen allows you to perform the AQIS Entry Process which will send with the Customs Entry.

ENTRY CODES

This allows you to enter the Additional Codes against the Header of the Customs Entry.

VIEW CSA DETAILS

Cargo Status Advice Message – This displays the Message Details that have been sent from Customs.

VIEW DSA DETAILS

Declaration Status Advice - shows what the message progress is with Customs. This is turned off by Default.

EVENTS

This allows users to see the Events for the Job.

JOB NOTES

This allows users to View / Add Job Notes.

OTHER JOB DETAILS

This allows users to view further Job Details.

SEPARATE ENTRY

This allows you to separate an entry. This can be performed if you wish to submit multiple entries. For example, you may wish to lodge one Customs Entry per supplier if the shipment has multiple suppliers.

SHOW RETURN DETAILS

This displays a summary of the information returned from Customs.

RESET CP QUESTIONS

This allows users to Reset the CP Answers to the Questions you have been asked. This can occur if you have made an error in answering one or more Questions and want to start again.

FIX LODGEMENT QUESTIONS

This option allows you to force the system to ask a particular question number for a particular entry.

PRINT DECLARATION

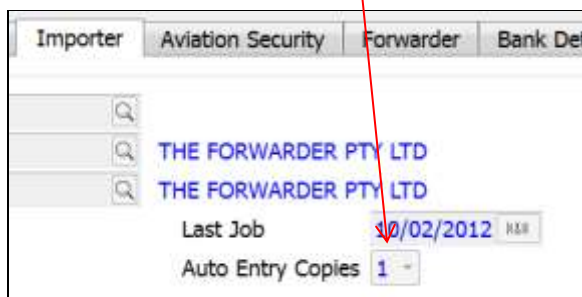
This option allows users to print the Customs Entry.

AUTO PRINT DECLARATION

When the Customs Entry Number from Customs is received by Expedient, the system can automatically print the Entry to your local Branch Printer. This printer must be set up in the Branch Masterfile.

The number of Prints is defined by:

1. The Customer Masterfile / Importer Tab



2. If the above value is null in the Customer Masterfile then the Number of Prints will default to the System setting below:

- ENT_NAT10AIR = 1
- ENT_NAT10PST= 1
- ENT_NAT10SEA= 1
- ENT_NAT20AIR= 1
- ENT_NAT20PST= 1
- ENT_NAT20SEA= 1

To change the above defaults, lodge a support Ticket and the Expedient Support Team will modify this for you.

Customs Error Messages

Customs Australia have a series of Error Messages that are sent as a result of an incorrect Customs Entry sent by a Customs Broker. This document aims to highlight these errors and explain what causes the error, and where possible what to do to resolve the error.

Please note: Any changes made to the Nature 10/20 screen will not be automatically reflected in the Job Registration screen. Any changes done to the Nature 10/20 data that is formed from the Job Registration data must also be changed in the Job Registration.

ERROR - ID0187

ABN / CAC IS NOT CURRENT

Error Description

All parties must be registered in the ICS. When the party is a Registered Australian Business the ICS uses the ABN (Australian Business Number). However sometimes companies change their ABN or an ABN may expire. In this case you will see this error.

Resolution

In most cases the issue here is the ABN has changed or is incorrectly been entered. Use the ICS to query the ABN via the Client – Search facility. Once found then enter the correct ABN / CAC in the Customs entry screen.

To update your customer's ABN in Expedient:

Main Menu - Administration - Customer Master File. Update the ABN Field once you have found the client.

ERROR - ID0188

CAC REQUIRED

Error Description

All parties must be registered in the ICS. When the party is a Registered Australian Business the ICS uses the ABN (Australian Business Number). However sometimes companies have more complex ABN configuration where there is a requirement to utilise the CAC (Client Activity Centre) component to the ABN to correctly identify the party.

Resolution

Use the ICS to query the ABN via the Client – Search facility. Once found then enter the correct ABN / CAC in the Customs entry screen. To update your customer's CAC in Expedient, from the Main Menu, select **Main Menu - Administration - Customer Master File.** Update the ABN Field once you have found the client.

This has enough characters to enter the ABN and CAC numbers.

ERROR - ID0172

SUPPLIER IDENTIFIER=XXXX IS NOT CURRENT OR DOES NOT EXIST

Error Description

All suppliers must be registered in the ICS. Suppliers in the ICS are identified by a CCID (Customs Client ID) unless the supplier is located in Australia then the ICS uses the ABN. In this case the issue here that the Suppliers CCID entered in the system does not match a registered CCID in the ICS

Resolution

Use the ICS to query the ABN via the Client – Search facility. Once found then enter the correct ABN / CAC or CCID in the Customs entry screen.

To update your customer's supplier's ABN in Expedient:

Main Menu - Administration - Supplier's Master File. Update the ICS CCID field once you have found the client and supplier.

ERROR - ID0060

INVOICE TOTAL AMOUNT IS LESS THAN FREE ON BOARD AMOUNT

Error Description

The message here indicates that the total value of the tariff lines on the entry adds up to be less than the amount entered as the Free On Board amount.

Resolution

In Expedient, either add the missing tariff lines or amend the FOB value to the correct amount.

ERROR - ID0552

CONTAINER NOT REPORTED FOR THIS BILL OF LADING

Error Description

All containers imported into Australia must be listed individually by the shipping line.

Resolution

Correct the container number in the Expedient or have the shipping line correct their report to customs. In Expedient to update the containers, you can update the Container in the Options/Containers Screen in the Nature 10/20 screen. If you do this then ensure the Job Registration data matches with the correct containers as per the Nature 10/20.

ERROR - ID0548

OBOL=XXXX,HBOL=XXXXX,CARGO TYPE=FCL, CONTAINER REPORTED AS CARGO TYPE=FCL, NOT MATCHED CARGO REPORT

Error Description

All containers imported into Australia must be listed individually by the Shipping Line / Cargo Reporter. The Container Types reported in the Entry also needs to match the Container Type used in the Cargo Report.

Resolution

Correct the Container Type in the system or have the Cargo Reporter correct their report to customs. In Expedient to update the container type, you can update the Type in the Options/Containers Screen in the Nature 10/20 screen. If you do this then ensure the Job Registration data matches with the correct container types as per the Nature 10/20.

ERROR - ID0272

DUMPING SPECIFICATION NUMBER OR DUMPING EXEMPTION TYPE REQUIRED

Error Description

2517049

Resolution

Add DSN DET

ERROR - ID0092

AQIS CONCERN TYPE REQUIRED

Error Description

During the process of generating a Customs Declaration there may be a requirement to provide AQIS (Australian Quarantine and Inspection Service) additional information. This information is used to determine the Quarantine risks along with monitoring of shipment of interests to AQIS.

One of the items to be provided when Declaring AQIS items is the Concern Type. This is a unique code to identity the AQIS concern.

Resolution

Find the appropriate Concern Type code either via the "Zoom" Lookup facility or via the Customs Interactive web site.

In Expedient, the AQIS Concern Type is found in Options/AQIS AEP Details screen within the Nature 10/20 screen

ERROR - ID0244

PREFERENCE SCHEME DOES NOT EXIST FOR TARIFF

Error Description

Not all Preference schemes are valid for every entry. More commonly the Preference is limited to the Country of Origin however there are also some Tariff's that are still not valid.

Resolution

Either correct the Tariff or change the Preference to the correct Preference scheme or change it to "GEN". GEN indicates to the system to utilise the General Preference scheme.

ERROR - ID0152

LOADING PORT CODE=JPNGY DOES NOT EXIST LOADING PORT

Error Description

Port used in the ICS are ISO un/locode types.

Resolution

Correct the Port to a valid ISO Un/locode port code.

ERROR - ID0545

AIR WAYBILL HAS NOT BEEN REPORTED

Error Description

All Air Waybills need to be reported by the Airline / Cargo Reporter.

Resolution

Either Correct the Waybill on the Entry or if it is correct have the Cargo Reporter to correct it on their report.

ERROR - ID0013

OVERSEAS PORT MUST NOT START WITH AU

Error Description

The port listed on the entry for one of the Origin Ports is incorrect. ISO UN/Locode Ports listed outside Australia do not start with AU.

Resolution

Change the Origin port to the correct overseas ports.

ERROR - ID0550

NUMBER OF PACKAGES DOES NOT MATCH THE NUMBER OF PACKAGES ON THE CARGO REPORT

Error Description

3905797

Resolution

One of the items, either Bill of Lading or Vessel / Voyage may be incorrect and should be amended to match those used by the Shipping line / Paper work.

ERROR - RF0318

SECURITY CODE REQUIRED

Error Description

3905797

Resolution

One of the items either Bill of Lading or Vessel / Voyage may be incorrect and should be amended to match those used by the Shipping line / Paper work.

ERROR - ID0632

LODGEMENT QUESTION NOT RELATED TO CURRENT DECLARATION SUB=000000000000005,LDGMT QST
ID=000000000000009

Error Description

2818620

Each Customs Declaration made to Australian Customs requires a number of Lodgement Questions to be answered. The above message indicates that Question number 9 has not been answered. (This is a number that is defined by Australian Customs).

Resolution

The system should evaluate the data in the Customs Declaration and compare the data against the rules programmed into the system based on the Australian Customs specifications. However there is an override process that may be preventing the question being asked.

This is located in the Options – “Fix Lodgement Questions”

Remove the reference to this question or add the Question number in the screen with the Ash Question set to Yes. Re Lodge the Declaration and ensure the offending question is answered.

NOTE: Question 10 is an exception. The issue with the message above noting this question has not been entered, actually means that question 10 has not been answered with a positive answer.

ERROR - ID0295

PREFERENCE SCHEME IS NOT AVAILABLE FOR PREFERENCE COUNTRY

Error Description

Not all Preference schemes are applicable for every country. A number of the Preferences are assigned to specific countries to allow the system to know that the Tariff used qualifies for a specific trade agreement.

Resolution

Verify the country is correct. However if it is then change the Preference to a valid Preference scheme or “GEN” to apply the General duty rate.

ERROR - ID0127

DATE OF ARRIVAL MUST NOT OCCUR BEFORE FIRST ARRIVAL DATE

Error Description

Customs require various dates reported in the Declaration.

Resolution

The arrival dates are incorrect. Change the dates to ensure the First arrival date is earlier than the arrival date.

ERROR - ID0318

AUTHORITY TO AMEND IS REQUIRED

Error Description

Once a Customs Declaration has been made to customs there may be times where the clear entry requires an amendment. However Authority may be required to make any amendments to the declaration.

Resolution

Contact Customs and have them provide authority before attempting to amend the Declaration.

ERROR - ID5310

SUBJECT TO RED LINE PROCESSING. DOCUMENTS MUST BE SUBMITTED PURSUANT TO S71DA OF THE CUSTOMS ACT

Error Description

Not all Customs Declarations are automatically clear. Some Declarations will attract attention to Customs or randomly selected for further investigation.

Resolution

Contact Customs and provide the documentation as noted in the message.

ERROR - CG5211

LOCALITY INVALID FOR POST CODE

Error Description

One of the items reported to Customs on a Customs declaration is the Delivery Address. Customs require the Address information supplied to match real Australia post locations. I.e. Suburb and post code match.

Resolution

Change the Delivery address suburb and postcode to match those published by Australia Post. Note. Customs also have a search facility in the Customs Interactive web site.

ERROR - ID0285

GST EXEMPTION CODE NOT ALLOWED

Error Description

A few tariff items can be exempted of GST (Goods and Services Tax). The GSTE indicator is located in the Tariff Line codes. However if there are no GSTE codes assigned to the Tariff lines then the Default GSTE located on the Entry screen is defaulted.

Resolution

Remove the GSTE code from the Tariff line(s) or Entry screen. If the GSTE is stored in the Default location (entry screen) then you need to individually identify the GSTE code against those applicable Tariff lines.

ERROR - ID0851**WAREHOUSE ESTABLISHMENT IDENTIFIER IS MANDATORY****Error Description**

In Nature 20 and Nature 30 Declarations you need to identify the Warehouse that the goods are entering or exiting. Each Warehouse is identified by unique code.

Resolution

Enter the Warehouse Establishment code in the WHSC field on the Entry screen.

ERROR - ID0301**AQIS PRODUCER CODE REQUIRED****Error Description**

During the process of generating a Customs Declaration there may be a requirement to provide AQIS (Australian Quarantine and Inspection Service) additional information. This information is used to determine the Quarantine risks along with monitoring of shipment of interests to AQIS.

One of the items to be provided when Declaring AQIS items is the Producer Code. Each Producer is allocated a unique code in the AQIS systems.

Resolution

Find the appropriate Producer code either via the "Zoom" Lookup facility or via the Customs Interactive web site.

ERROR - ID0632**LODGEMENT QUESTION NOT RELATED TO CURRENT DECLARATION**

SUB=0000000000000004,LDGMT

QST ID=0000000000000007

Error Description

3838867

Each Customs Declaration made to Australian Customs requires a number of Lodgement Questions to be answered. The above message indicates that Question number 7 has been provided when not required too. (This is a number that is defined by Australian Customs).

Resolution

The system should evaluate the data in the Customs Declaration and compare the data against the rules programmed into the system based on the Australian Customs specifications. However there is an override process that may be overriding these rules and asking the question in error.

This is located in the Options – "Fix Lodgement Questions"

Remove the reference to this question or add the Question number in the screen with the Ask Question set to No.

Re Lodge the Declaration and ensure the offending question is answered.

ERROR - ID028

unknown qtys for Stat code

Error Description

Attempting to claim a treatment/concession but the value is already at its lowest level.

Resolution

Amend the entry to go through successfully.

ERROR - ID0846**NAME IS INVALID****Error Description**

Delivery address is incomplete.

Resolution

Update the Delivery Address Details through the Options menu in the Customs Entry screen.

ERROR – FN0058

NO ACTIVE AUTHORISATION IS FOUND

Error Description

The Bank Account has expired.

Resolution

Add an EFT Authorisation Expiry Date to the Customer Masterfile and run Autoreport 'OWNEREF' regularly to prevent any accounts expiring before entry submission in future.

Syntax Errors

If you receive an error similar to this:

EDI Syntax - Seg [11] Err [18] Elm/Comp [3/] Err

This usually means there is a Control Character that Customs does not accept. Characters such as {, - \ etc...

Simply remove these characters and resend your entry.

EDI Syntax - Seg [24] Err [18] Elm/Comp [3/1] Err [13]

The entry is missing the ABN/CCID value.

You can also report this to GMA Support who can also assist you.

Customs FAQ's

Question	Resolution
"Packing unit count cannot be greater than number of packages"	Pieces cannot be lower than the units. Update the Bill/Container Screen and enter the correct number of Units and Pieces
Unable to Produce EFT Receipt	You cannot print an EFT Receipt when you haven't successfully paid the entry
I have updated my Entry in the ICS but it hasn't reflected in Expedient	As soon as you modify the job in ICS, then synchronisation between the two systems cease to exist.
Please advise how we add Dumping Exemption Code. Should read "GOODS". Have added to goods description and reposted on entry lines but still showing Failed.	In the Lines TAB you see on the line HAS CODES. Click on the Line Codes Button. This will allow you to enter additional codes for the line. The Dumping Exemption Code is DRC and you can enter GOODS as the reason. You can do a lookup will provide you with other open for this screen
I am trying to re-lodge this job entering wet code against line 3,4 &5 and it comes back advising that WET indicator is set at N and I can't change it to Y these three lines are N10 and the others are N20 I'm not sure if this is why it's not accepting the code	Once you have lodged an entry you cannot then change the WET. This is customs rules. The only option you have is to withdraw the entry and lodge a new one.
I have lodged the Entry some time ago and the Status still reads "Being Submitted"	1. Ensure you are not in update mode. 2. Refresh the screen, either exit the screen or hitting Next/Previous. 3. If > 30 minutes then you can Resend the Entry

PRINT EFT RECEIPT

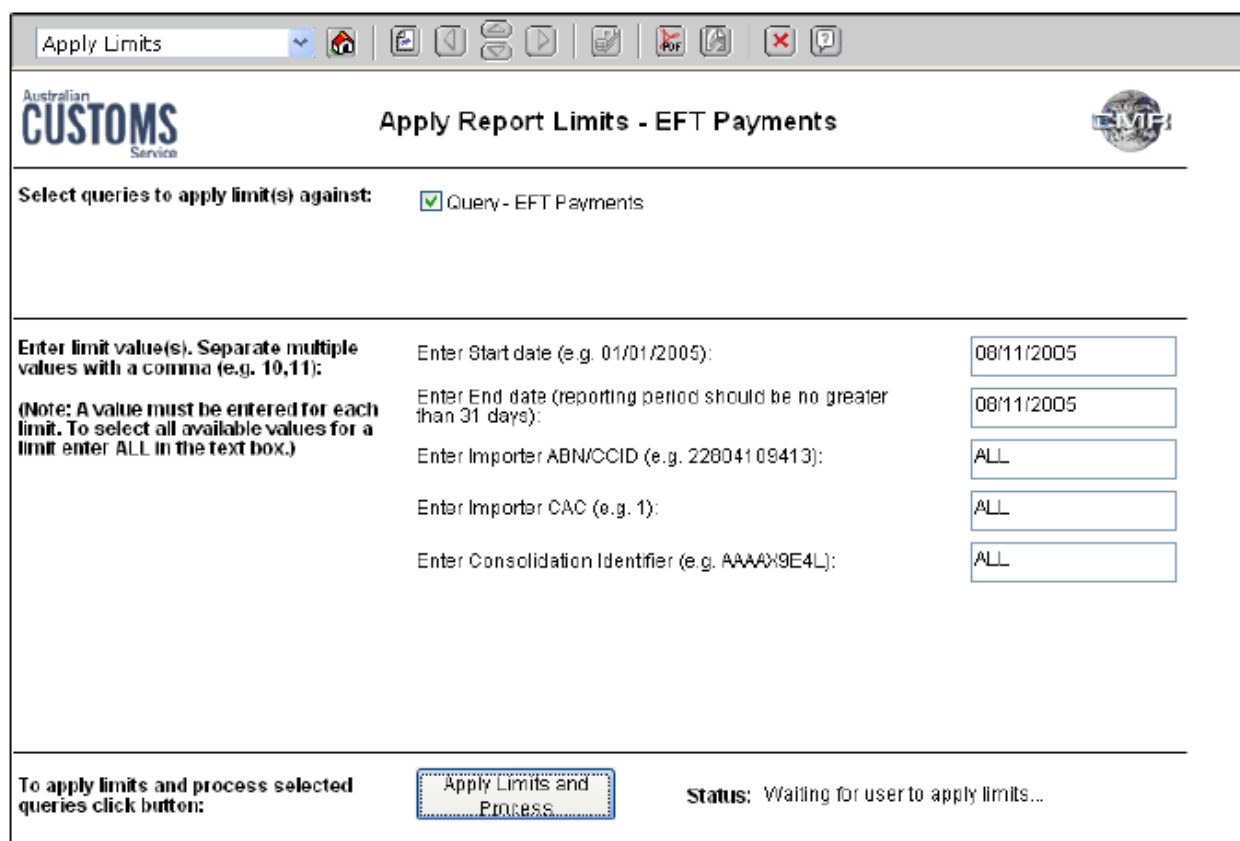
This option allows user to print the EFT Receipt. This prints to your Local Customs Branch Printer.

Loading Customs EFT File

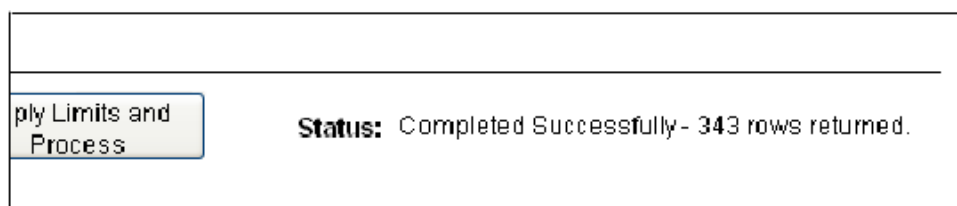
In order for Customs Brokers to report on EFT activity when completing Customs Entries, Expedient users need to routinely log on to the Customs Interactive Web Interface and download a file to Expedient for processing.

Login to Customs Interactive

- + Reports
- EFT Payment
- Enter in Start Date
- Enter in End Date
- Enter 'ALL' in remaining three fields
- Click Apply Limits and process



- Wait for the next screen to appear which may take some time
- Monitor the status bar in the lower right hand corner



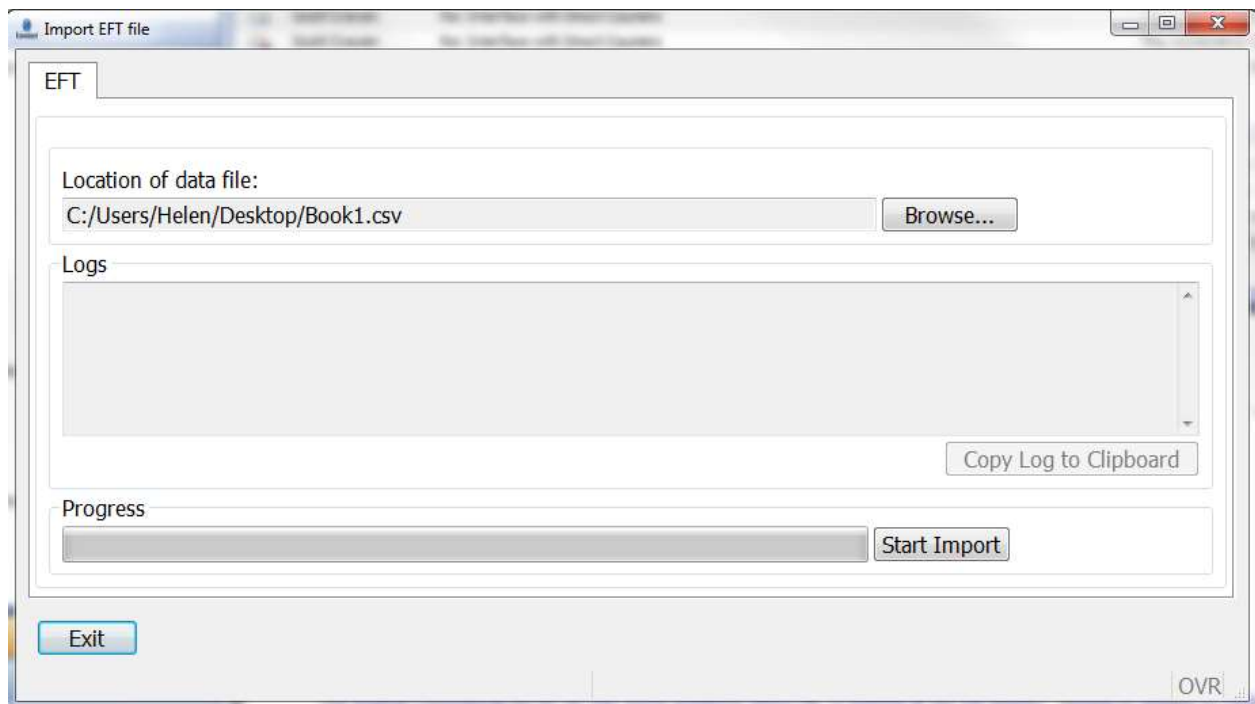
- Click in the drop down box and select Results – EFT Payments



- This will bring up a spreadsheet.
- Click on File
- Click on Save As
- Click on the Save As drop down box and select CSV (Comma delimited) (*.csv)
- Save the CSV file onto your local drive (either your desktop or your company shared drive).

DO NOT ALTER THE FILE AS WE PROCESS THE FILE EXACTLY AS IT IS DOWNLOADED FROM CUSTOMS.

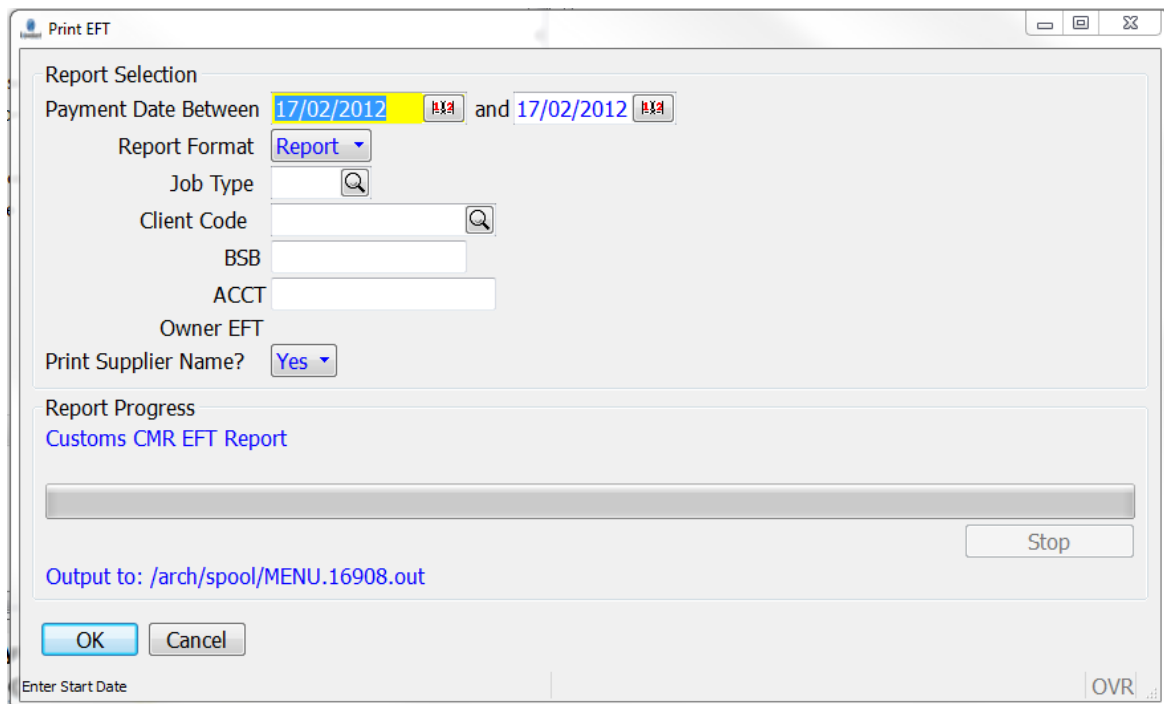
Then, from the Customs Clearance Menu, select Load EFT File. See below screen:



Click on Browse to load the windows Open File Location Window. Select the **CSV** file, and then click Start Import.

CUSTOMS EFT REPORT

Once the Customs EFT File has been loaded, then users will be able to run this report to see the breakdown of EFT Charges from Customs. To run this report to see how much you have paid Customs, in the below screen, enter "OUR" in the client code field, then click OK.



Print EFT

Report Selection

Payment Date Between **17/02/2012** and **17/02/2012**

Report Format **Report**

Job Type

Client Code

BSB

ACCT

Owner EFT

Print Supplier Name? **Yes**

Report Progress

Customs CMR EFT Report

Output to: /arch/spool/MENU.16908.out

Enter Start Date

OVR

OR to see how much your customers have paid, enter the Customer Code and Tab through the Bank Details.

See below for EFT Report output:

Bank: 02/02/2012
Time: 14:26:38

Expedient: DEVTST
ALL and LOCAL EFT Payment Report for WESTPAC CLIENTS

Page: 1

Job No.	Header	Mail	Bank	Mode	Total Paid	V.V.D	Daily Total	EST Paid	EST Inter	Total Total	Q'time Total	Pay Date	Header	Bank	Header	Job Supplier
000000	000000	000000	000000	000000	0000.00	0000.00	0000.00	0000.00	0000.00	0000.00	0.00	00/00/0000	000000	000000	000000	000000
000000	000000	000000	000000	000000	0000.00	0000.00	0000.00	0000.00	0000.00	0000.00	0.00	00/00/0000	000000	000000	000000	000000
000000	000000	000000	000000	000000	0000.00	0000.00	0000.00	0000.00	0000.00	0000.00	0.00	00/00/0000	000000	000000	000000	000000
000000	000000	000000	000000	000000	0000.00	0000.00	0000.00	0000.00	0000.00	0000.00	0.00	00/00/0000	000000	000000	000000	000000

PREPARE CUSTOMS EFT PAYMENT (ACCOUNTING MODULE ONLY)

Once the Data is loaded from the Load EFT File Menu, it is possible to then automatically add this data into the Disbursement Cheques screen in the Banking Module.

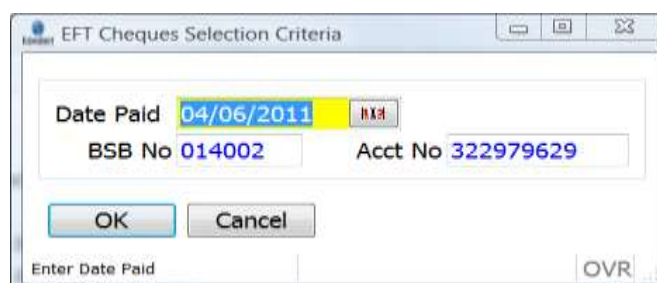
To perform this, you need to ensure the following 2 items are in place:

Set up the relevant Duty and AQIS General Ledger Codes. In Main Menu General Ledger / Chart of Accounts, select the Duty and AQIS Codes and select the relevant Duty Type, see below:



Ensure the data is loaded as per the Download Instructions, then in the Banking Menu, Click on Prepare Customs EFT Payment menu.

Once this has been done, the below screen will appear. Ensure that the BSB and Account Number is yours and is correct:



Once this is loaded, then the data will appear in the below Job Disbursement Cheques:

Job Disbursement Cheques - EXPEDIENT DEVELOPMENT

Add Update Delete Find Browse Previous Next View Job Details Print Voucher

Job Disbursement Cheques

Cheque Date: 29/03/2011 Bank Account: 1002 000
 Payee: EFT AUSTRALIAN CUSTOMS SERVICE ABN: 67015286036
 Cheque No: EFT002092010-9 Cheque Line Type: No GST
 Cheque Amount: 3133.68 Confirm: No

C/H	Job No	Dept	Client	Cost Code	Account No	Description	Exc Amount	Inc Amount	Gst
H	3000716	MS	DEMCON	DU	2300	DUTY GST AND CUSTOMS FE	2741.19	2741.19	
H	3000718	MS	DEMCON	DU	2300	DUTY GST AND CUSTOMS FE	392.49	392.49	

Previous Billed: 0.00 Previous Cost: 10964.76 Balance: 10964.76

Show Cost Code Details Entered By: tanzab Entered On: 29/03/2011
 GST On: GST Amount: 0.00 Sub Total: 3133.68
 Cheque Difference: 0.00 Cheque Total: 3133.68

(17 of 30) OVR

Creating a Landed Costing

After you have created a supplier's invoice and job (and preferably prepared charges) users can create and print a Landed Costing. Users have the option of creating a Multiple Currency/Supplier Landed Costing or a Single Supplier/Currency Landed Costing.

This can be performed in the Options – More Options – Landed Costing in the Job Registration Screen, or from the Customs Clearance Main Menu, Landed Costings folder, Input Landed Costing or Legacy Single Supplier Costing, Single Suppliers/Currencies



By clicking the  button or typing A will place the cursor in the input screen in Add Mode.



Field Name	Description	Validation	Default
Job No	This is the Job Number. This will automatically populate if you can entered this screen via the Job Registration	Mandatory	From Job Registration or Blank if from Menu
Client	This is the Client Code and Name. This is a no entry and is for display purposes only	Mandatory	From Job
Our Ref	This is our reference of the Landed Costing	Optional	Blank
VFD (AUD)	This is the Value for Duty	Optional	From the Customs Entry
GST Paid	This is the GST that has been paid on the Customs Entry	Optional	From the Customs Entry
Currency	This is the Currency on the Supplier's Invoice	Optional	From the Supplier's Invoice

Field Name	Description	Validation	Default
+/- Inv. Adj	This is the percentage invoice adjustment	Optional	Blank
Exch Rate	This is the Exchange Rate at the time of the Supplier's Invoice	Optional	From the Supplier's Invoice
\$AUD Value	This is the Australian Dollar Value	Optional	From the Supplier's Invoice
Duty Paid	This is the amount of Duty Paid on the Customs Entry	Optional	From the Custom's Entry
Duty Calc	This is the amount of Duty Calculated on the Customs Entry	Optional	From the Custom's Entry
Difference	Duty Calc minus Duty Paid	N/A	Calculation
Landing Charges	Enter the Landing Charges as you wish them to appear on the Landed Costing. Charges Include: • O'seas Freight • Port Chgs/IDF • THC/AHF • SCA/ACA Fee • Compile Fee • Del. Order/ITF • Cartage • Storage • Agency • AQIS • O/S Chg • Other	N/A	Calculation
Invoice Value Line Total	This is the total of all of the line items on the Supplier's Invoice, as entered by users	N/A	From Supplier's Invoice
Invoice Value Line Calc	This is the calculation of all of the line items on the Supplier's Invoice as calculated by the system.	N/A	From Supplier's Invoice
Invoice Value Difference	Line Total minus Line Calc	N/A	calculation

Field Name	Description	Validation	Default
Weight/Volume Line Total	This is the total of all of the weight items on the Supplier's Invoice, as entered by users	N/A	From Supplier's Invoice
Weight/Volume Line Calc	This is the total of all of the weight items on the Supplier's Invoice, as calculated by the system	N/A	From Supplier's Invoice
Weight Difference	Weight Line Total minus Weight Line Calc	N/A	calculation
No Lines	Number of Supplier's Invoice Lines	N/A	calculation

 Please note: The Landed Costing screen for New Zealand sites has few fields and includes the Supplier Name.

Carrier EDI

This module provides the ability to send instructions to selected transport companies (Chalmers / Direct) electronically via EDI Messages, and to receive updates from the transport companies direct into Expedient.

Transport requests can be sent from within the Job Registration screen and updates, including proof of delivery, from the transport company will populate the Delivery Details tab within the Job.

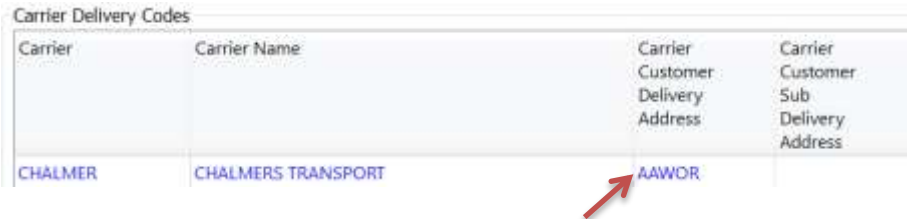
Expedient will send the pickup and delivery address details, the required delivery date and basic details of the job to the Carrier. The carrier will provide a Booking Confirmation and a confirmation of delivery.

Automated reports can be run that highlight when transport companies have not responded to a request or when proof of delivery has not been received after the arranged delivery date has passed.

User Checklist for setting up Carrier EDI

Setting up Expedient to send and receive EDI messages from carriers will involve some preparation from you, the transport carriers and Expedient Software. Please use the following checklist to work through the set up requirements.

Action Point	Action	Detail
1	Check that Expedient is set up to allow EDI messages to your Carriers	Open the Import Job Registration screen, go to the Options drop down menu and check the Send EDI Booking to Carrier option is listed. If you cannot see this option please contact Expedient Software.
2	Which Carriers do you want to send EDI transport requests to?	Contact Expedient Software for the Carrier EDI Set up Information Spreadsheet – see Appendix B. Fill out the Contact information in the top left. Tell us how often you want to send EDI transport requests to the Carriers, <i>e.g. once a day, twice a day, every hour.</i> Enter the Carrier Code and Carrier names that you want to provide EDI transport instructions to. Add the Account information, and the Port Code you associate with each Carrier. Enter the same carrier on multiple lines if you have the same carrier code for many port codes or if you have a number of different accounts with the same carrier. Use the examples in the spreadsheet for guidance.
3	How will the Carrier send EDI updates to you?	Contact each Carrier and, with their assistance, enter the following details in the Carrier EDI Set up spreadsheet - What system does the Carrier use? - MAXIMAS - Another system – please provide the name. - How does the Carrier want to receive the EDI instructions? - Email - Note the email address - FTP - Note the IP Address - Note the Username - Note the Password - Note the Directory Path - Write File to Server

		i. Note the Directory Path												
4	Send the completed spreadsheet to Expedient Software. The information will be checked and entered at your site.													
5	Set up your clients delivery address codes (MAXIMAS ONLY)	Carriers using the MAXIMAS system will have their own delivery address codes for your client’s delivery addresses. The Carrier’s codes need to be added to Expedient. Run the Client Delivery Instructions Report available from the Administration Folder>Administration Reports. Run as a .csv to provide a spreadsheet containing the client codes and delivery addresses. This can be edited, removing unnecessary columns, and sent to your Carrier to insert their MAXIMAS delivery address codes. e.g. <table><tr><th>Client Code</th><th>Client Name</th><th>Delivery Address</th><th>MAXIMAS Delivery Address Code</th></tr><tr><td>DEMCON</td><td>DEMONSTRATION CUSTOMER</td><td>DEMONSTRATION CUSTOMER DEMCON ADDRESS LINE 1 DEMCON ADDRESS LINE 2 MELBOURNE VIC 3000</td><td></td></tr><tr><td>DEMCON</td><td>DEMONSTRATION CUSTOMER</td><td>DEMONSTRATION CUSTOMER ADD1 ADD2 MELBOURNE VIC 3006</td><td></td></tr></table> Add the MAXIMAS delivery address code to the Customer Masterfile. Open the Delivery Address screen and add the information to the Carrier Delivery Codes section.  Insert the Carrier Code and enter the MAXIMAS delivery address code in the Carrier Customer Delivery Address Field. Ensure you are entering the correct MAXIMAS code against the delivery address you have on the screen.	Client Code	Client Name	Delivery Address	MAXIMAS Delivery Address Code	DEMCON	DEMONSTRATION CUSTOMER	DEMONSTRATION CUSTOMER DEMCON ADDRESS LINE 1 DEMCON ADDRESS LINE 2 MELBOURNE VIC 3000		DEMCON	DEMONSTRATION CUSTOMER	DEMONSTRATION CUSTOMER ADD1 ADD2 MELBOURNE VIC 3006	
Client Code	Client Name	Delivery Address	MAXIMAS Delivery Address Code											
DEMCON	DEMONSTRATION CUSTOMER	DEMONSTRATION CUSTOMER DEMCON ADDRESS LINE 1 DEMCON ADDRESS LINE 2 MELBOURNE VIC 3000												
DEMCON	DEMONSTRATION CUSTOMER	DEMONSTRATION CUSTOMER ADD1 ADD2 MELBOURNE VIC 3006												
6	Update the Customer Preferred Carriers	Each client can be set up with a Preferred Carrier for Imports and Exports and for Air, FCL, LCL and Parcel Post. Go to the Customer Masterfile, select a client who will use a Carrier set up for EDI. Go to Options>Preferred Carrier  • Select the Carrier Type – Air/FCL/LCL or P.P Carrier • Select whether the Carrier is required for Imports or Exports • Enter the Carrier code for the transport company • If you have selected an FCL Carrier who uses the MAXIMAS system you can select the preferred Job Category from the list provided. This is optional. • Add any comments that you would like to appear within any instructions to this Carrier. When you register a job for this Client the preferred carrier will be automatically populated. The preferred job category will be inserted where one has been chosen.												

7	Set up the Automated Reports to track Instructions and Deliveries	Expedient includes three new exemption reports to warn you when transport instructions and delivery are not going smoothly. The new reports are, 1. Report to list jobs where an instruction has been sent to a Carrier and no response has been received (CAREDIEX1) 2. Report to list jobs where an instruction has been sent to a Carrier but no booking confirmation has been received (CAREDIEX2) 3. Report to list jobs where a delivery was due to take place but no Proof of Delivery has been received (CAREDIEX3) To set these reports to run go to Auto Report Setup in the Automatic Reports folder. • Click Add and select the report code. • Leave Client Code blank to report on all clients, or select a specific client • Select when you want to receive the report e.g. Monday to Friday • Select a delivery method, and email details. • Set the report criteria <i>E.g. For report CAREDIEX1 set the EDI send date to 7 days to list all the transport requests sent in the last week where the Carrier has not responded. The transport request can then be resent to trigger a response from the Carrier.</i>
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Carrier Codes Mapping

The instructions sent to the carriers are often coded e.g. the instruction to pick up a full import container from the wharf, delivery to the customer then return the empty to the dehire park may be shortened to 'WF-CU-MT'

Different Carriers may require different codes so these are stored in the Customer Masterfile for each Carrier that accepts transport instructions by EDI.

JOB CATEGORY CODES

General	Debtor	Creditor	Importer	Carrier	Bank Detail	Configuration
				Carrier		
				Carrier Codes Mapping		
				Job Category Codes		
Imp/Exp	Job Category Description			Carrier Job Category Code		
Import	CFS TO CUSTOMER			CF-CU		
Import	RAIL TO YARD TO CUSTOMER TO DE...			RH-YD-CU-MT		
Import	RAILHEAD TO CUSTOMER TO DEHIRE			RH-CU-MT		
Import	SERVICE YARD TO YARD TO CFS TO ...			SY-YD-CF-YD-MT		
Import	WHARF - YARD - SERVICE YD (T/GAT...			WF-YD-SY-CU-MT		
Import	WHARF TO AQIS (ONE WAY)			WF-AQ		
Import	WHARF TO AQIS TO RAILHEAD			WF-AQ-RH		
Import	WHARF TO AQIS YARD TO CUSTOME...			WF-AQ-CU-MT		
Import	WHARF TO CUSTOMER TO EMPTY PA...			WF-CU-MT		
Import	WHARF TO RAILHEAD			WF-RH		
Import	WHARF TO SERVICE YARD TO CUST...			WF-SY-CU-MT		
Import	WHARF TO SERVICE YARD TO CUST...			WF-SY-CU-YD-MT		
Import	WHARF TO SERVICE YARD TO RAILH...			WF-SY-RH		

The Job Category Codes are stored in the top half of the Carrier Codes Mapping in the Customer Masterfile for the EDI Carrier. The Job Category Descriptions entered will be used in the pull down list when adding a Job Category in the Delivery Details tab in Import Job Registration.

TRANSPORT TYPES

Transport Types		
Expedient Delivery Type	Carrier Delivery Type Code	Port Code
CONVENTIONAL DELIVERY (WAIT)	STANDARD	AUSYD
DROP TRAILER	DROP TRAIL	AUSYD
S/L DOORS REAR	SIDELOADER	AUSYD
TIPPER	TIPP	AUSYD
STANDARD LIFT OFF/LIFT ON	STANDARD L	AUSYD
TILT TRAY	TRAY	AUSYD
S/L DOORS CABIN	SIDELOADER	AUSYD
CONVENTIONAL DELIVERY (WAIT)	STANDARD	AUMEL
DROP TRAILER	DROP TRAIL	AUMEL
S/L DOORS REAR	SIDELOADER	AUMEL
TIPPER	TIPP	AUMEL
STANDARD LIFT OFF/LIFT ON	STANDARD L	AUMEL
TILT TRAY	TRAY	AUMEL

The Transport Types are stored in the bottom half of the Carrier Codes Mapping tab in the Customer Masterfile for the EDI Carrier. When a Transport Type is selected against each container in the Container Details tab in Import Job Registration the EDI sent to the Carrier will contain the Delivery Code they understand in their system.

Sending EDI to Carriers

Instructions can be sent to the Carriers from the Import Job Registration screen.

Use the “Send EDI Booking to Carrier” option from the Options menu.

Expedient will check all the mandatory information has been provided according to the Carrier’s requirements. If any information is missing a message will clearly list which fields need to be entered.

When all the mandatory information is present Expedient will send the EDI to the Carrier.

Please Note: The EDI may not be sent immediately. A background process sends EDI messages to the Carriers at specified times set by your Super User.

When a transport request is sent by EDI the “Sent?” tickbox is ticked in the Container Details tab in Job Registration, Container Details tab against the Container.

If the transport request is for FCL the Date of Timeslot Request will be populated in the Container Management screen for the container.

Updates to transport instructions can be sent to the Carrier until they assign a driver to the delivery. At this point any updates to the Carrier will receive an error message. The error message will be displayed in Job Registration, Container Details tab against the Container.

EDI Event Updates from Carriers to Expedient

TIME SLOT REQUEST ACKNOWLEDGED

This Event is received for FCL bookings.

On receipt of this update the following will occur:

- The “Accepted?” flag will be ticked in the Container Details tab in the Job Registration screen for the relevant container
- An EDI Order Acknowledgment event is created against the container.

TIME SLOT BOOKED

This Event is received for FCL bookings.

On receipt of this update the following will occur:

- The “Accepted?” flag will be ticked in the Container Details tab in the Job Registration screen for the relevant container
- The Actual Time Slot Date & Time will be updated in the Container Management screen against the container
- A Time Slot Booked event is created against the container.

BOOKING CONFIRMATION

This Event is received for LCL bookings.

On receipt of this update the following will occur:

- The “Accepted?” flag will be ticked in the Container Details tab in the Job Registration screen for the relevant container
- The Pickup Booking Date & Time will be updated in the Job Registration, Delivery Details tab
- An EDI Carrier Booking Confirmation event is created against the container.

CONTAINER DELIVERED TO CONSIGNEE

This Event is received for FCL bookings.

On receipt of this update the following will occur:

- The Delivered Date & Time will be updated in the Job Registration, Container Details tab against the container
- The Delivery Date & Time will be updated in the Container Management screen against the container
- When all the FCL containers on the job have been confirmed delivered by the Carrier a Delivered Event will be created against the job.

CONTAINER DEHIRED

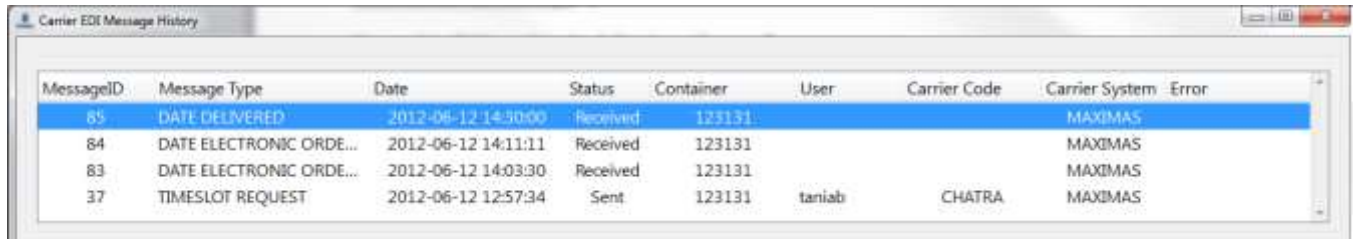
This Event is received for FCL bookings.

On receipt of this update the following will occur:

- The Dehire Date & Time will be updated in the Job Registration, Container Details tab against the container
- The Actual Dehire Date will be updated in the Container Management screen against the container
- When all the FCL containers on the job have been confirmed dehiired a Dehire event will be created against the job.

Viewing Message History and EDI Messages

The progress of messages and the history of the responses from the carriers can be viewed using the “View Carrier EDI History” option from the Options menu in the Job Registration screen.



MessageID	Message Type	Date	Status	Container	User	Carrier Code	Carrier System	Error
85	DATE DELIVERED	2012-06-12 14:30:00	Received	123131			MAXIMAS	
84	DATE ELECTRONIC ORDE...	2012-06-12 14:11:11	Received	123131			MAXIMAS	
83	DATE ELECTRONIC ORDE...	2012-06-12 14:03:30	Received	123131			MAXIMAS	
37	TIMESLOT REQUEST	2012-06-12 12:57:34	Sent	123131	taniab	CHATRA	MAXIMAS	

This screen displays all the EDI Carrier messages corresponding to the job with the most recent message at the top. Any error message received from the Carrier will be displayed in this screen.

If you are concerned that you have not received a response from the carrier check this screen for any errors which may delay the process.

To view the original EDI messages double click on the message row to open the message in a new window.

Carrier EDI Exception Reports

Expedient provides three exception reports to warn you when transport instructions and deliveries are not going smoothly.

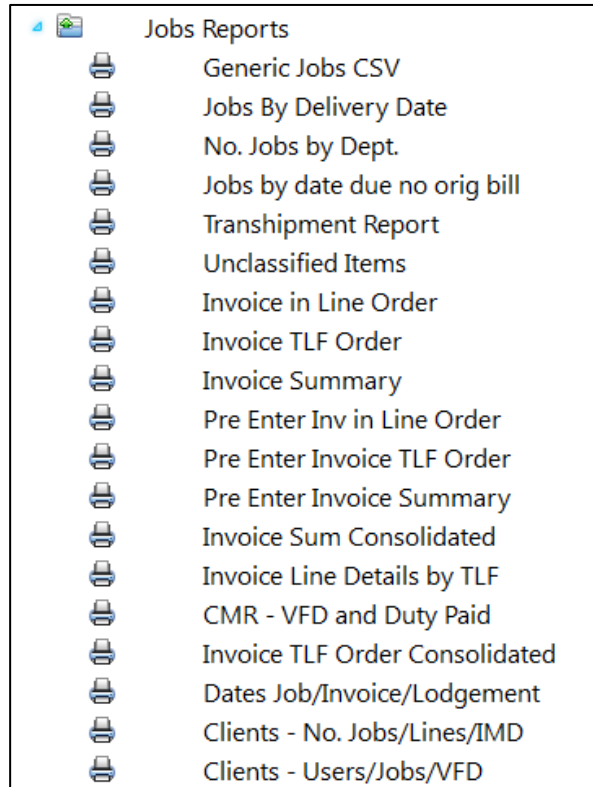
The reports are:

- Report to list jobs where an instruction has been sent to a Carrier and no response has been received – No Response from Carrier (CAREDIEX1)
- Report to list jobs where an instruction has been sent to a Carrier but no booking confirmation has been received – No Booking Confirmation from Carrier (CAREDIEX2)
- Report to list jobs where a delivery was due to take place but no Proof of Delivery has been received – Missing POD from Carrier (CAREDIEX3)

Please refer to the Autoreport User Manual for guidance in setting up these reports.

Jobs Reports

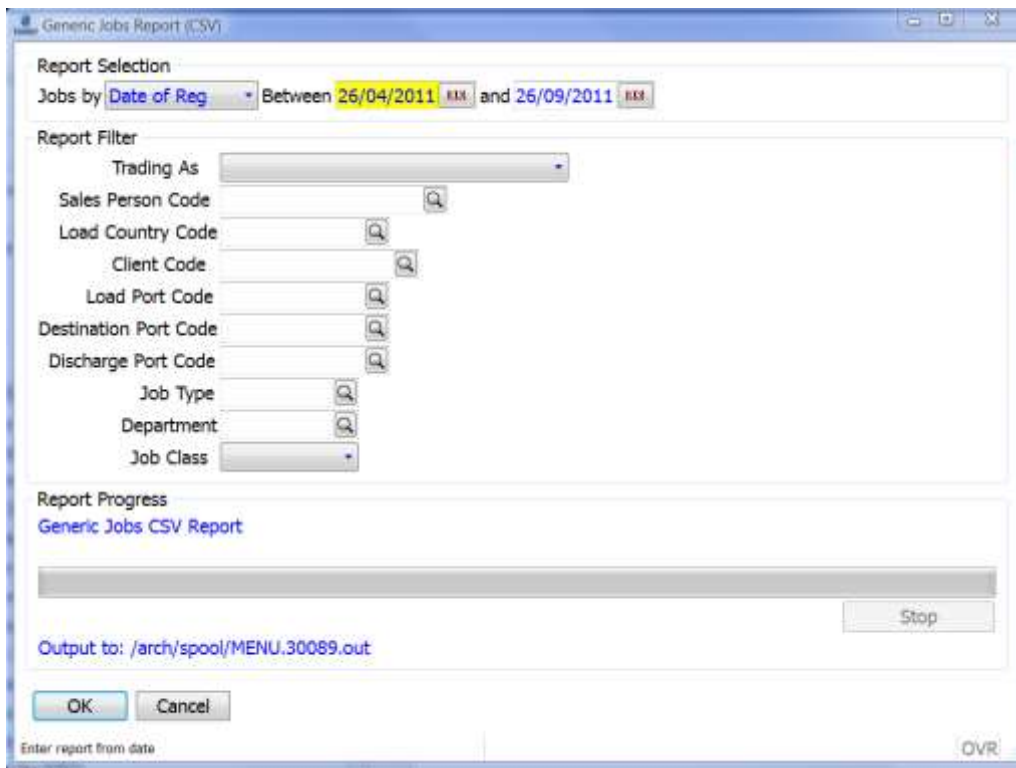
A number of reports are available from this menu option



View the Description tab and Sample tab in the Expedient dashboard to see further details on each report.

GENERIC JOBS CSV

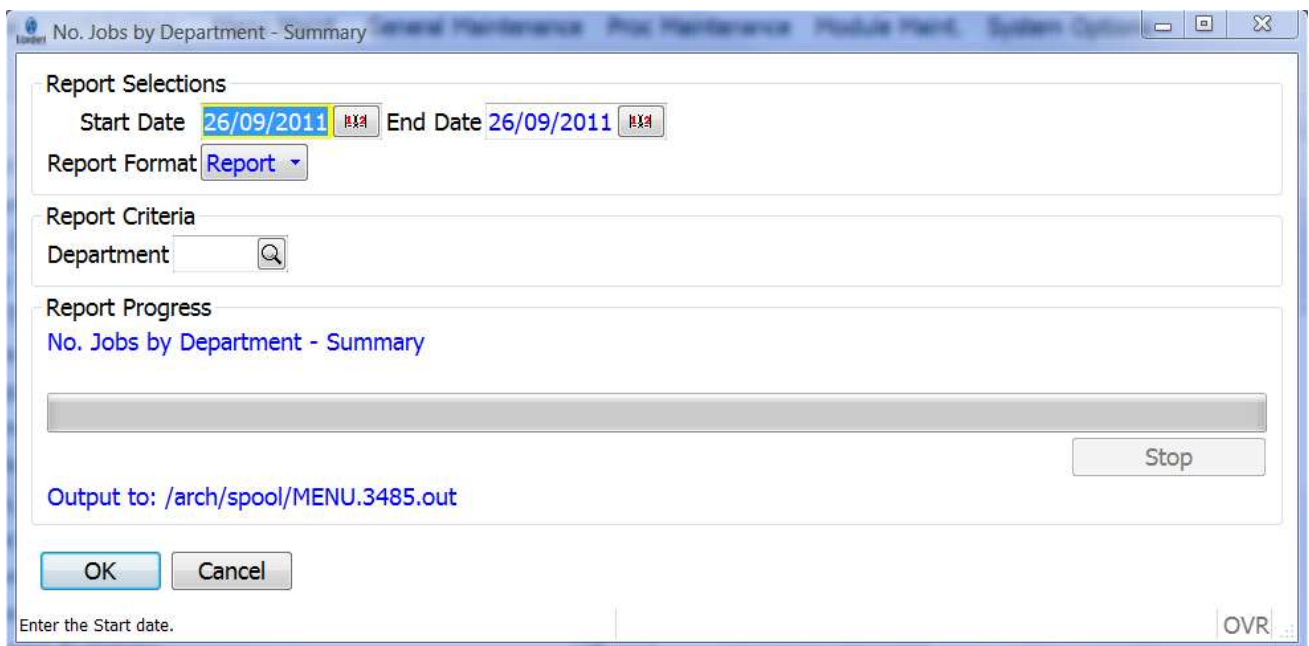
This report allows users to output job level data into a spreadsheet. This report consists of over 40 fields. If your site has the Accounting Module then it also includes the amount of money billed and the total profit on each job. The profit includes both Customs and Forwarding related accounts.



The screenshot shows the 'Generic Jobs Report (CSV)' window. It has a 'Report Selection' section with 'Jobs by' set to 'Date of Reg' and a date range from '26/04/2011' to '26/09/2011'. Below this is a 'Report Filter' section with fields for 'Trading As', 'Sales Person Code', 'Load Country Code', 'Client Code', 'Load Port Code', 'Destination Port Code', 'Discharge Port Code', 'Job Type', 'Department', and 'Job Class'. The 'Report Progress' section shows the report name 'Generic Jobs CSV Report' and a progress bar. At the bottom, it indicates the output path as '/arch/spool/MENU.30089.out' and has 'OK' and 'Cancel' buttons. A status bar at the bottom left says 'Enter report from date' and the bottom right has an 'OVR' button.

NO. JOBS BY DEPT

This report displays the number of jobs registered between a certain date period based on department. This report can output in either PDF or CSV.

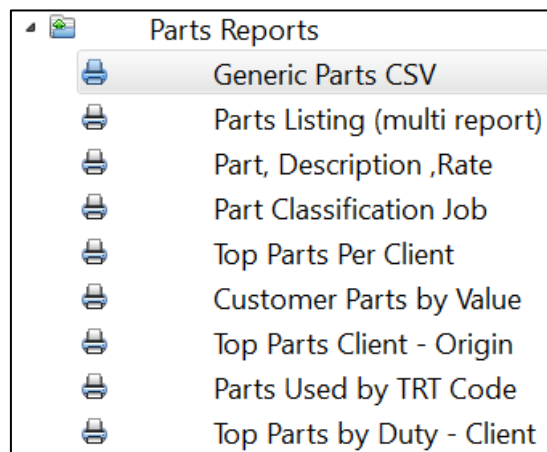


The screenshot shows the 'No. Jobs by Department - Summary' window. It has a 'Report Selections' section with 'Start Date' set to '26/09/2011' and 'End Date' set to '26/09/2011'. The 'Report Format' is set to 'Report'. Below this is a 'Report Criteria' section with a 'Department' field. The 'Report Progress' section shows the report name 'No. Jobs by Department - Summary' and a progress bar. At the bottom, it indicates the output path as '/arch/spool/MENU.3485.out' and has 'OK' and 'Cancel' buttons. A status bar at the bottom left says 'Enter the Start date.' and the bottom right has an 'OVR' button.

Report for Jobs Registered		From 26/05/2011 To 26/09/2011
Type of Job HIA		1
Type of Job HIS		1
Type of Job QIS		95
Type of Job VIA		29
Type of Job VIM		1
Type of Job VIS		78
Type of Job WIA		1
Total Number of Jobs		206

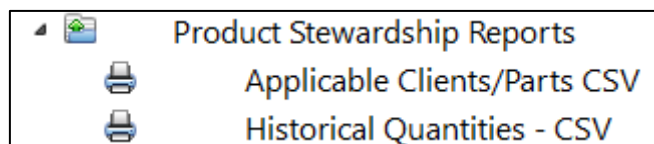
Parts Reports

This below menu displays the different Parts Reports:



Product Stewardship Reports

Product Stewardship reports within the Customs Module - Applicable Client/Parts and Historical Quantities. Both reports are in CSV format. These reports provide a breakdown of the shipments per client of specific television and computer tariff codes.



APPLICABLE CLIENTS/PARTS CSV

This report lists the clients who have shipped television and computer tariff codes over the last two years. The report can be filtered to a specific client and supplier.

HISTORICAL QUANTITIES – CSV

This report lists the quantities per client shipped of the television and computer tariff codes year by year for the last five years. This report can be filtered to a specific client.

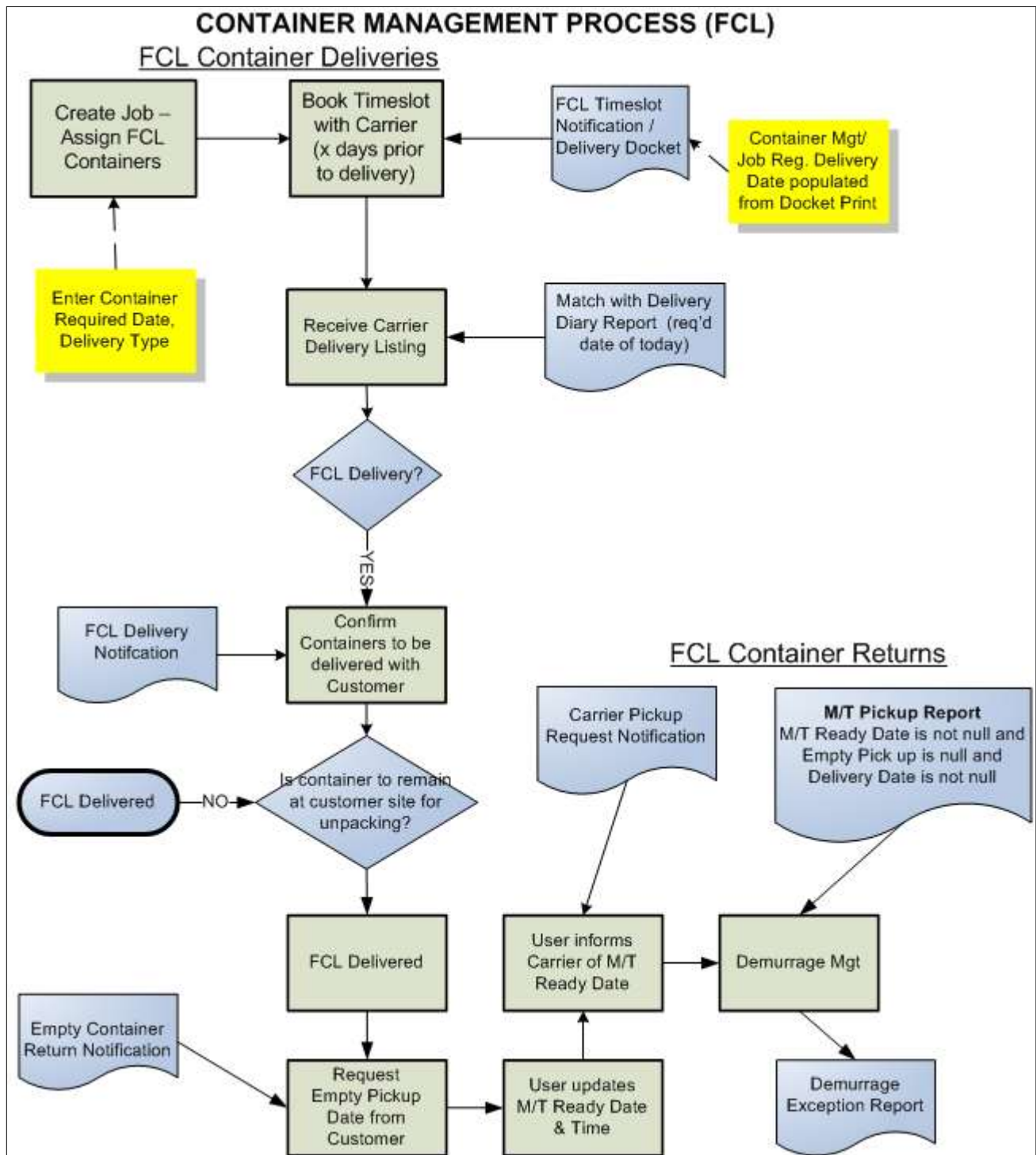
TLF Reports

This below menu displays the different TLF Reports:



Container Management System (CMS) – Delivery and Returns

The below process diagram highlights the intended FCL Container Delivery and Returns



Double Clicking on a Container record on the Job Registration Screen will open up the Container Record in the CMS Screen

Job Details	Container Details	Marks and Numbers	Various Information	Delivery Details												
Container No	Type	ISO Type	Seal No	Define	Available	Delivery Type	Delivered Date	Delivered Time	Storage	Required Date	Required Time	Sent?	Accepted	Nett Wgt	Gross Wgt	Pcs
1111111111	FCL	42RD	2222	17/09/2012	18/09/2012	TIPPER			20/09/2012	18/09/2012	13:00	☒	☒	200.000	6218.000	3
2222222222	FCL	42RD	5555	17/09/2012	18/09/2012	S/L DOORS REAR			20/09/2012	18/09/2012	13:00	☒	☒	300.000	6310.000	6
3333333333	FCL	22TH	2114131	17/09/2012	18/09/2012	S/L DOORS REAR			20/09/2012	18/09/2012	13:00	☒	☒	400.000	3820.000	9

Transshipment Report

When a Consol/Job is registered with a FCL/FCX Container and a Vessel Name of Transshipment, Expedient creates the CMS Record and sends an instruction to One Stop to track this container. When One Stop send Expedient an "On Board Date" Event, Expedient updates the Container in CMS with the On Board Flag, and On Board Date, updates the One Stop Details and most importantly updates those consols and jobs with the Australia bound Vessel details. Once this has been performed, a nightly report is sent to nominated users informing them of the jobs updated.

To receive this report the Container Management Module must be activated and set against a user via the Users Masterfile, Users Options.

See the full User Manual in the Container Management User Manual available from the main menu and from the Container Management Screen

Vessel Arrivals

Expedient is integrated with **Lloyds DCN** or **One-Stop** Vessel Arrivals Information. A site can only have 1 active Vessel Arrivals data source, either Lloyds DCN OR One-Stop.

Please Note: Lloyds DCN Unpacks can be used in conjunction with 1Stop Arrivals.

Once the Vessel information is loaded into Expedient it performs the following:

Vessels Masterfile:

- Updates the Vessel with the latest:
 - a. Voyage ID
 - b. ETA Dates for the most Australian Ports (see data provider for further information)
- Expedient updates the first port and estimated first port of arrival date based on the earliest date from the Vessel Information.
- Expedient updates all relevant arrival ports and estimated port of arrival date based on the latest date from the Vessel Information. (ETA Discharge and ETA Destination)
- Expedient updates the Vessel Arrival and Vessel Storage Dates (only applicable for 1-Stop Data). The container storage and available dates are updated if they are null or are the same as the job storage and available dates (viewed from Job Details Tab)

Import Consol/Job Registration:

- After fields Discharge Port and Destination Port, populate the ETA Disc and ETA Dest fields in the Consol Registration Screen based off the Vessel Arrivals Masterfile for each corresponding port.
- After fields Discharge Port, Destination Port and First Port, populate the ETA Disc / ETA Dest and First Arrival Date fields in the Job Registration Screen based off the Vessel Arrivals Masterfile.

Overnight Ships Arrival Process

- Updates all Import Sea Freight Jobs and Consols' **First Arrival Date** in the Job Registration and Consol Registration based off the First Port match from the Vessels Masterfile
- Updates all Import Sea Freight Jobs and Consols' **Discharge Date** in the Job Registration and Consol Registration based off the Discharge Port match from the Vessels Masterfile
- Updates all Import Sea Freight Jobs and Consols' **Destination Date** in the Job Registration and Consol Registration based off the Discharge Port equaling the destination port
- Updates all import Sea Freight Jobs First Port and Estimated First Port Date if the value in the Job Registration does not match 1-Stop. (this may occur during auto registration that occurs weeks prior to 1-Stop having the complete vessel arrival ports and dates)

Please Note: The above process will not update any ETA Dates against the Vessel Masterfile / Import Consol and Job Registration if a user has corrected an ETA Date for a particular port against the Vessel in the Vessels Masterfile (see below)

In the below example the user taniab has changed the ETA for Melbourne from the 1/1/2013 (as reported by 1 Stop, to 03/01/2013 (the correct date). This date will now be used in the Consol and Job Registration Screens and will continue to use this date instead of the 1Stop date if that date is different to the 3/1/2013

Arrival Dates - All Ports																	
Port	Voy IN	ETA	Voy OUT	ETD	Free	First Free Storage Time	Actual Arrival Date	Actual Arrival Time	Actual Departure Date	Actual Dep Time	Terminal	Receive Start	Start Time	Cutoff Date	Cutoff Time	Correction Flag	Corrected By
AUNEL	0445	02/01/2013	044N	02/01/2013	/2013	14:30	06/01/2013	01/01/2013	13:22	02/01/2013	14:25	CONWS	27/12/2012	00:00	31/12/2012	14:30	Updated taniab
AUSYD	0445	04/01/2013	044N	05/01/2013	/2013	00:00	09/01/2013	04/01/2013	05:42		CTLPB	30/12/2012	00:00	03/01/2013	14:35		

Users can also manually add a new Port and Estimated Arrival Departure Dates to a Vessel in the Vessels Masterfile (if 1Stop has not reported it (ie Adelaide). This new port and date will then be used in the above Ships Process. (see below date for AUFRE which has been added manually)

Arrival Dates - All Ports																	
Port	Voy IN	ETA	Voy OUT	ETD	First Avail Date	First Arr Time	First Free Date	First Free Storage Time	Arrival	Arrival Time	Departure	Dep Time	Terminal	Receive Start	Start Time	Cutoff Date	Cutoff Time
AUNEL	0445	02/01/2013	044N	02/01/2013	02/01/2013	14:30	02/01/2013	14:30	06/01/2013	01/01/2013	13:22	02/01/2013	14:25	CONWS	27/12/2012	00:00	31/12/2012
AUSYD	0445	04/01/2013	044N	05/01/2013	05/01/2013	14:00	06/01/2013	00:00	09/01/2013	04/01/2013	05:42		CTLPB	30/12/2012	00:00	03/01/2013	14:35
AUFRE	0445	06/01/2013	044N	06/01/2013	08/01/2013	16:00	08/01/2013	00:00	12/01/2013	06/01/2013	22:20	08/01/2013	05:54	CONF	01/01/2013	05:00	05/01/2013
AUFRE	0445	09/01/2013	044N	11/01/2013	11/01/2013	09:00	12/01/2013	09:00								Added	sc...

Please Note: When the Actual Arrival Date and Time of a vessel is received from 1Stop, Expedient then updates all jobs on that Vessel with an ATA Event (Actual Date/Time of Arrival)

1-Stop Automatic User Reports

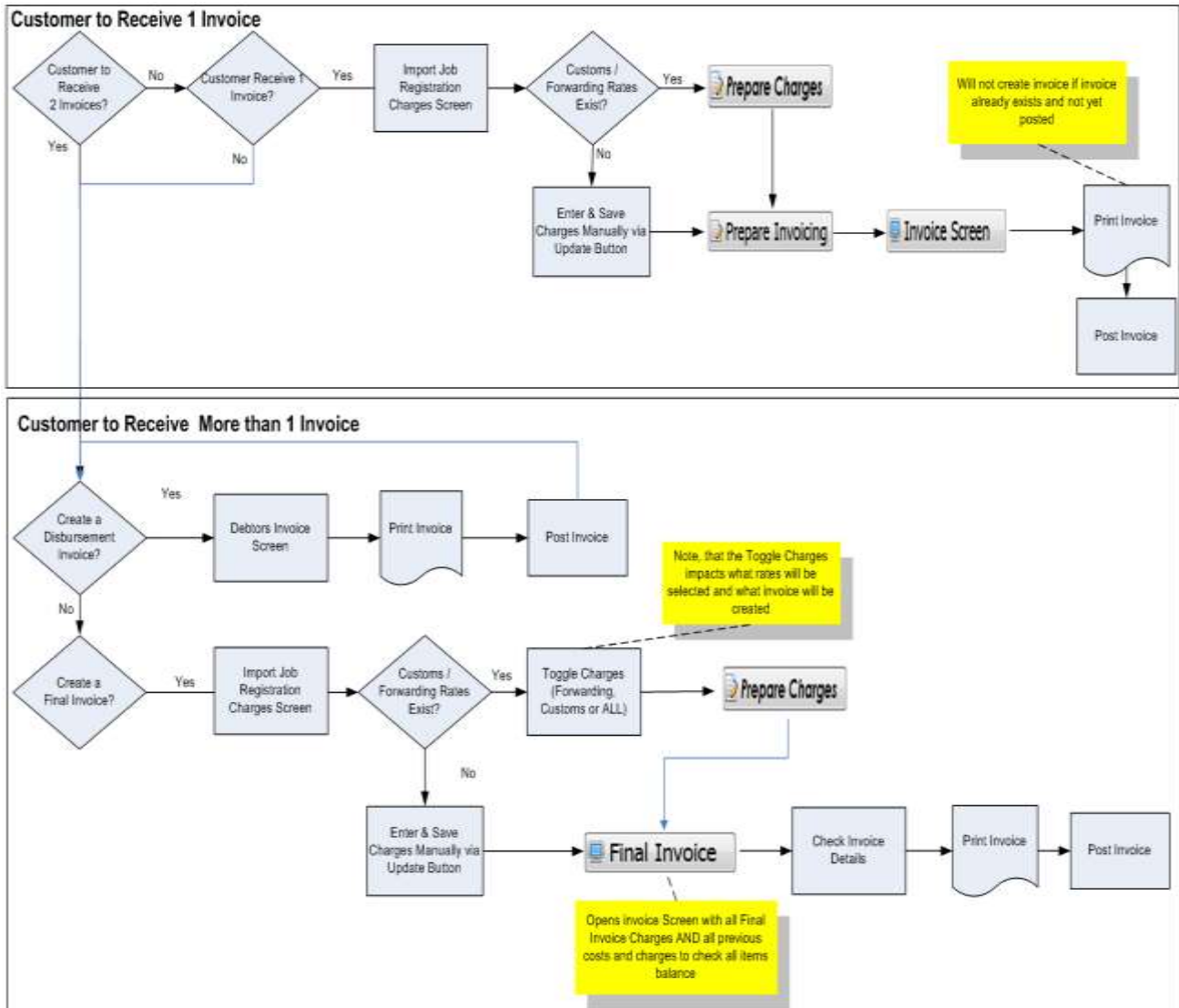
- There are 3 separate reports that are generated nightly. These are:
- Full Vessel Schedule Listing that is received from 1-Stop
- Consol Updates Report – lists all Consols that have been updated as a result of process the Vessels Schedule File (Forwarding Module only)
- Job Updates Report – lists all Jobs that have been updated as a result of process the Vessels Schedule File

To add or remove users receiving the above reports via email, go to the User's Masterfile in Administration Menu, select the User and select **Options – User Options**

Charges – (Accounting Module only)

Preparing Charges

Expedient allows users to prepare charges for the shipment from the Job Registration Screen. This is accessed from the Charges Button or from the Options menu in the Job Registration Screen.



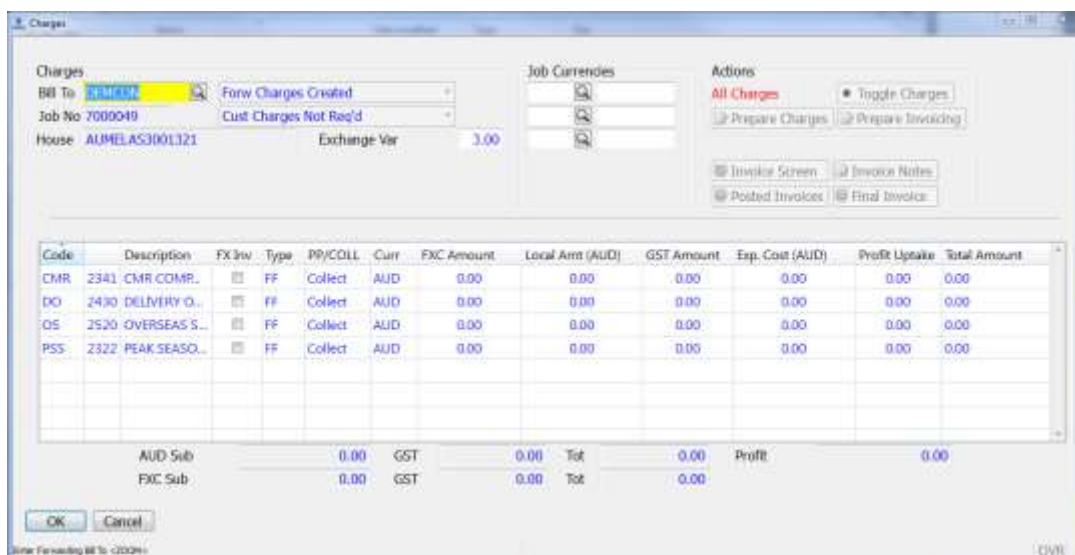
There are 3 ways to prepare charges.

MANUALLY ENTER CHARGES

To use this option the user can simply click on the update button. This will allow the user to input charges manually. There is an option in Expedient to include Default Company Tariff Charge Codes based on Job Type, and Job Class. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information. See below:



Once the user clicks the Update button, based on the Rate Account Codes Screen, the default Charge Codes populate.



Code	Description	FX Inv	Type	PPYCOLL	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Exp. Cost (AUD)	Profit Uptake	Total Amount
CMR	2341 CMR COMB.		FF	Collect	AUD	0.00	0.00	0.00	0.00	0.00	0.00
DO	2430 DELIVERY O...		FF	Collect	AUD	0.00	0.00	0.00	0.00	0.00	0.00
OS	2520 OVERSEAS S...		FF	Collect	AUD	0.00	0.00	0.00	0.00	0.00	0.00
PSS	2322 PEAK SEASO...		FF	Collect	AUD	0.00	0.00	0.00	0.00	0.00	0.00

AUTO RATING WITH EXACT MATCH (PREPARE CHARGES)

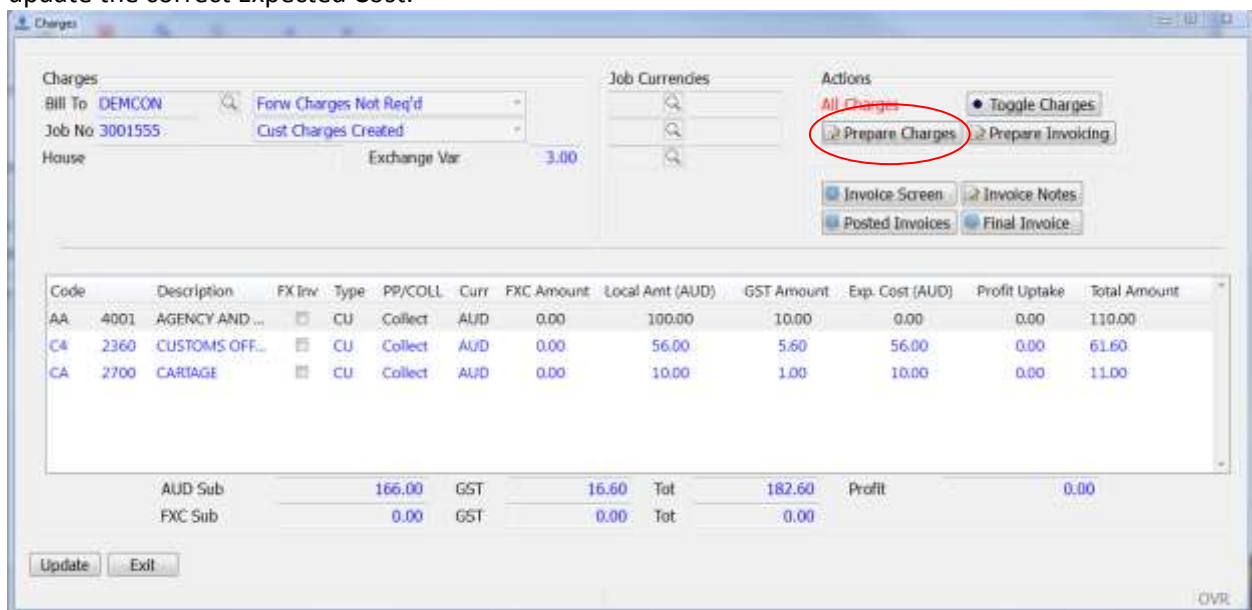
Once the Rates has been set up for Customs/Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Master file, and the correct Amount based on the Rates Master file setup for Customs and/or Forwarding.

Please Note: The Rates Masterfile contains an Expiry Date. This expiry date needs to be after the Date of Valuation on the Job for it to apply.

See below. Once the user clicks Prepare Charges, Expedient will Check which charges to Auto- Rate, in this case just Customs, then will find an exact match and populate the Customs Rates.

As per the below screen shot, there are 3 charges, the first one AA is a straight profit item (4000 series numbers) hence the Expected Cost is 0.

The other 2 lines display the same amounts in Local Amount and Expected Cost. This is up to the user to update the correct Expected Cost.

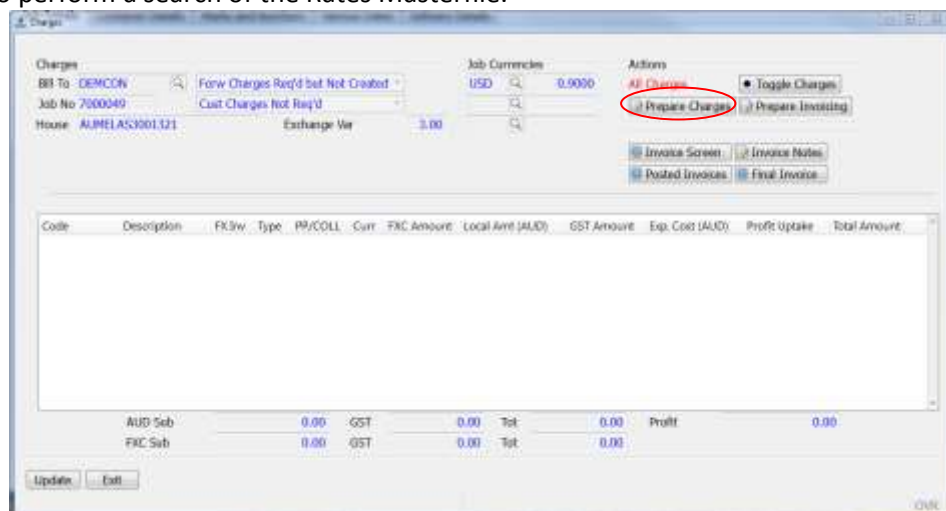


Code	Description	FX Inv	Type	PP/COLL	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Exp. Cost (AUD)	Profit Uptake	Total Amount
AA	4001 AGENCY AND ...		CU	Collect	AUD	0.00	100.00	10.00	0.00	0.00	110.00
C4	2360 CUSTOMS OFF...		CU	Collect	AUD	0.00	56.00	5.60	56.00	0.00	61.60
CA	2700 CARTAGE		CU	Collect	AUD	0.00	10.00	1.00	10.00	0.00	11.00

AUD Sub 166.00 GST 16.60 Tot 182.60 Profit 0.00
 FXC Sub 0.00 GST 0.00 Tot 0.00

AUTO RATING WITHOUT EXACT MATCH

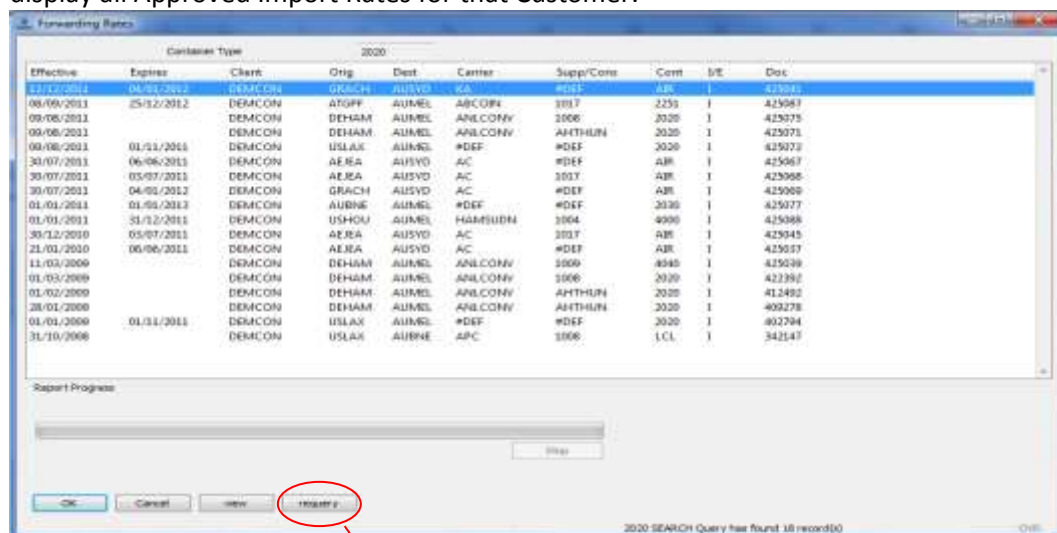
If a user does not have an exact Ratings match, but wishes to use a “Generic” rate that has been set up, then it is possible to perform a search of the Rates Masterfile.



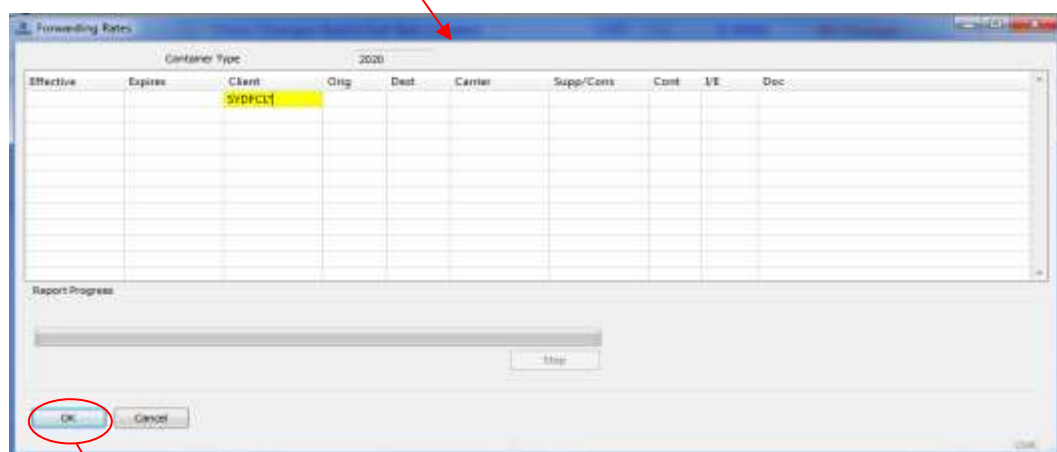
Code	Description	FX Inv	Type	PP/COLL	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Exp. Cost (AUD)	Profit Uptake	Total Amount
------	-------------	--------	------	---------	------	------------	-----------------	------------	-----------------	---------------	--------------

AUD Sub 0.00 GST 0.00 Tot 0.00 Profit 0.00
 FXC Sub 0.00 GST 0.00 Tot 0.00

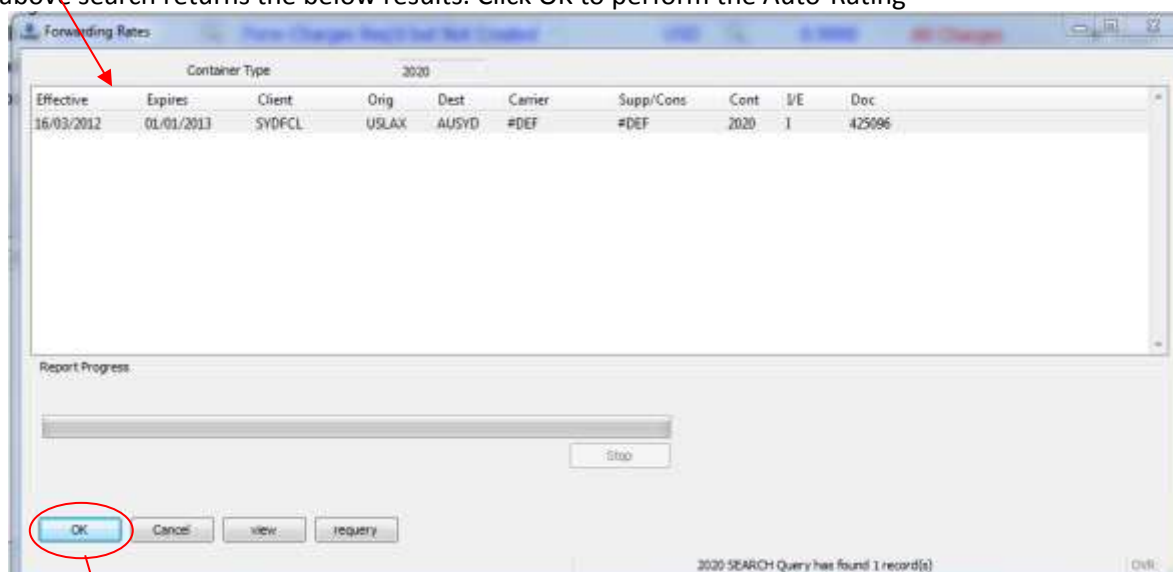
Once the User clicks on the Prepare Charges, if Expedient can't find an exact Rates match, the system will display all Approved Import Rates for that Customer.



The user can select one displayed on the screen, OR REQUERY the Rates Masterfile from any of the below fields.



The above search returns the below results. Click OK to perform the Auto-Rating



Charges

Bill To: DEMCON
Job No: 7000049
House: AUMELAS3001321

Forw Charges Created
Cust Charges Not Req'd

Exchange Var: 3.00

Job Currencies: USD 0.9000

Actions:

- All Charges
- Toggle Charges
- Prepare Charges
- Prepare Invoicing
- Invoice Screen
- Invoice Notes
- Posted Invoices
- Final Invoice

Code	Description	FX Inv	Type	PP/COLL	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Exp. Cost (AUD)	Profit Uptake	Total Amount	
FR 2310	FREIGHT	☐	FF	Collect	USD	2770.20	3170.34	0.00	3170.34	0.00	3170.34	
CB 2311	CAF/ BAF	☐	FF	Collect	USD	548.00	627.16	0.00	627.16	0.00	627.16	
OS 2520	OVERSEAS SHL...	☐	FF	Collect	USD	594.00	679.80	0.00	679.80	0.00	679.80	
AP 2330	AUSTRALIAN P...	☐	FF	Collect	AUD	0.00	830.00	83.00	830.00	0.00	913.00	
DO 2430	DELIVERY ORD...	☐	FF	Collect	AUD	0.00	55.00	5.50	55.00	0.00	60.50	
CMR 2341	CMR COMPLIA...	☐	FF	Collect	AUD	0.00	25.00	2.50	25.00	0.00	27.50	
DL 2327	MELBOURNE ...	☐	FF	Collect	AUD	0.00	63.00	6.30	63.00	0.00	69.30	
AUD Sub						5450.30	GST	97.30	Tot	5547.60	Profit	0.00
FXC Sub						0.00	GST	0.00	Tot	0.00		

Update
Exit

OVR

Charges Screen

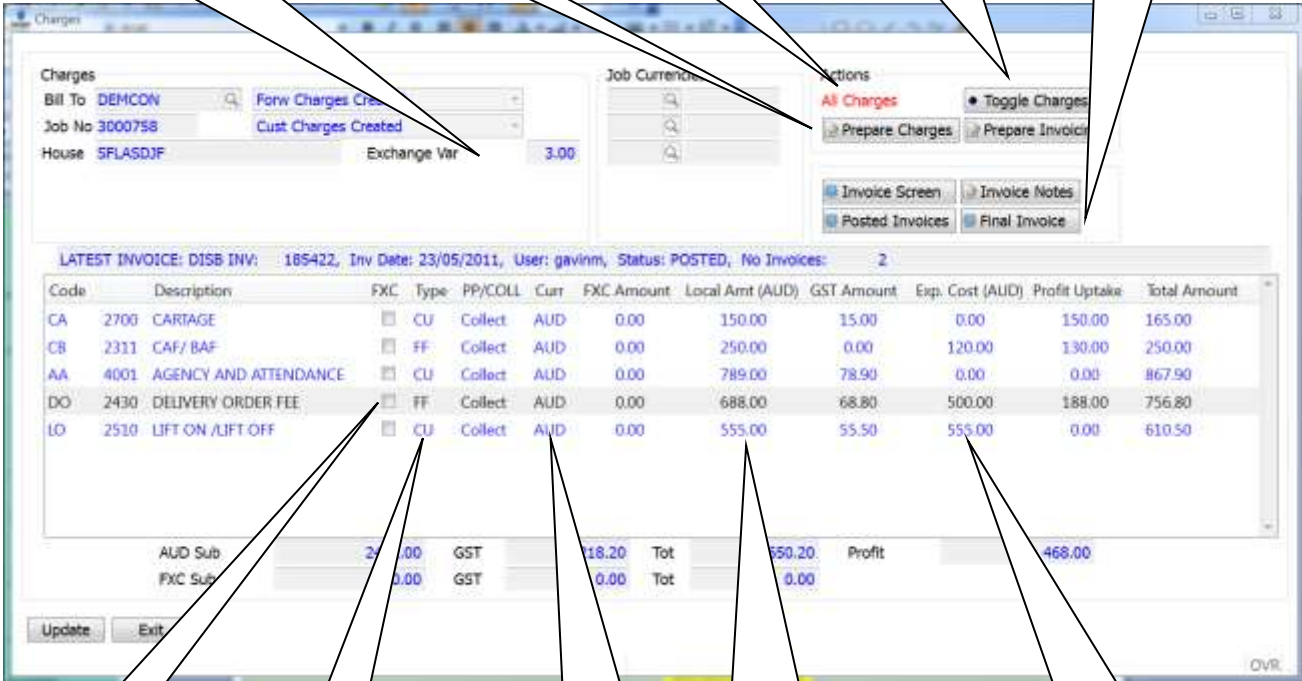
Variance indicator on Exchange Rates – only used when entering charges in O/S Currency but billing in AUD

Only available if Rates Module Active

Recommended for send only 1 invoice to

Toggle between Customs/Forwarding/ All Charges

Creates Final Invoice and Displays Previous Invoice Costs/Paid Out



LATEST INVOICE: DISB INV: 185422, Inv Date: 23/05/2011, User: gavinm, Status: POSTED, No Invoices: 2

Code	Description	FXC	Type	PP/COLL	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Exp. Cost (AUD)	Profit Uptake	Total Amount	
CA	2700 CARGAGE	☐	CU	Collect	AUD	0.00	150.00	15.00	0.00	150.00	165.00	
CB	2311 CAF/BAF	☐	FF	Collect	AUD	0.00	250.00	0.00	120.00	130.00	250.00	
AA	4001 AGENCY AND ATTENDANCE	☐	CU	Collect	AUD	0.00	789.00	78.90	0.00	0.00	867.90	
DO	2430 DELIVERY ORDER FEE	☐	FF	Collect	AUD	0.00	688.00	68.80	500.00	188.00	756.80	
LO	2510 LIFT ON /LIFT OFF	☐	CU	Collect	AUD	0.00	555.00	55.50	555.00	0.00	610.50	
AUD Sub						24.00	GST	18.20	Tot	650.20	Profit	468.00
FXC Sub						0.00	GST	0.00	Tot	0.00		

Update Exit

Tick if wanting to invoice in Foreign Currency. Can create up to 3 Foreign Currency Invoices

Either a Customs Charge or Forwarding Charge.

Can only be modified if charge code has FXC indicator set to YES in General Ledger Chart of Accounts Masterfile

Based on USD Exchange Rate and Exchange Variance of 1%. Only applicable if invoicing in AUD

Optional – Profit Take up at time of Billing. Unable to be modified for Charge Codes set to No Markup = Yes in Chart of Accounts Masterfile

Field Name	Description	Validation	Default
Bill To	This is who you are billing. When charges are being prepared for the first time for a job, the bill to code is populated based on the following rules: - If the Broker Code on the Job Registration screen is null then the system populates "Bill To" Code as the Customer Code. OTHERWISE - If your company is the Broker for the Job then the "Bill To" field will be populated with the client "Customs Bill to Code" (in Customer Master File Importer Tab). This will generally be the same code as the customer code. If this field is null then the Bill to will default to the client. OTHERWISE - If your company is not the Broker for the Job then the "Bill To" field will be populated with the client "Forwarding Bill to Code" (in Customer Master File Importer Tab). This will generally be the broker. Please Note: The below message indicates that you are acting as the Customs Broker but not the Forwarder, hence you need to include only the Customs charges when billing the Customer. Forw Charges Not Req'd Cust Charges Req'd but Not Created Expedient lookups the code in both the Forwarder and Broker Code field in the Job Registration screen. If the Broker Code Field is set to Own Company in the Customer Master File, (that is, you are the company) then Cust. Charges Req'd but Not Created will appear, the same rule applies for the Forwarder. Broker ELICUS See below for the Own Company flag in the Customer Masterfile: Own Company? Yes The below example shows that the forwarding charges are not required. The Forwarder Code in the Registration is not your company (that is, Own Company is not set). The Broker Code however is your company. Forw Charges Not Req'd Cust Charges Req'd but Not Created	Mandatory	Job Registration

Field Name	Description	Validation	Default
Exchange Var	This is the Exchange Variance indicator. This allows users to Enter a variance on the Exchange Rate when entering charges in Foreign Currency but billing in AUD. The calculation for invoicing when the Exchange Variance is set is: $\text{AUD \\$} = (\text{FOREIGN AMT} / \text{EXCHANGE RATE}) * (1 + \text{Exchange Variance} / 100)$ Please Note: The Job Currency must be populated with an Exchange Rate for this to calculate	N/A	Customer Masterfile
Job No	This is the Job Number. This is a no entry field and used for display purposes only.	Mandatory	Job Registration
House	This is the House Bill. This is a no entry field and used for display purposes only.	Mandatory	Job Registration

Field Name	Description	Validation	Default																											
Job Currencies	The Expedient System allows users to invoice in up to 3 Foreign Currencies. For example you may enter USD, and EURO in the Job Currency Field, see below: Job Currencies <table><tr><td>USD</td><td></td><td>0.9000</td></tr><tr><td>EUR</td><td></td><td>0.4865</td></tr><tr><td></td><td></td><td></td></tr></table> Then in the charge lines, ensure at least one charge of each currency exists. <table><tr><th>Code</th><th></th><th>Description</th><th>FXC</th><th>PP/COLL</th><th>Curr</th></tr><tr><td>EDO</td><td>2308</td><td>EDO TRANSACTION</td><td></td><td>Collect</td><td>EUR</td></tr><tr><td>FSF</td><td>2312</td><td>FUEL SURCHARGE</td><td></td><td>Collect</td><td>USD</td></tr></table> Please Note: To be able to change the Currency on the line items, the General Ledger Code must have the FXC Indicator set to Yes. This is accessed from menu General Ledger – Chart of Accounts. If you now hit the Prepare Invoicing Button, the system will create 2 new invoices, 1 for each currency. Please Note: Once you have created an invoice, any further changes to either the invoice or the charges screen will not be synchronised. For example if you add an extra charge to the invoice the Charges screen will not reflect the additional charge.	USD		0.9000	EUR		0.4865				Code		Description	FXC	PP/COLL	Curr	EDO	2308	EDO TRANSACTION		Collect	EUR	FSF	2312	FUEL SURCHARGE		Collect	USD	Mandatory	Job Registration
USD		0.9000																												
EUR		0.4865																												
Code		Description	FXC	PP/COLL	Curr																									
EDO	2308	EDO TRANSACTION		Collect	EUR																									
FSF	2312	FUEL SURCHARGE		Collect	USD																									
Detail																														
Code	This is the Charge Code. You can perform a look up on this field by clicking: The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts . The Code is set up in Menu Administration – Alpha Codes		Mandatory	Blank (if Rates Module inactive)																										
Description	This is the Charge Code Description		N/A	Chart of Accounts Masterfile																										
FXC	This indicates whether you wish to invoice the customer as a Foreign Currency Invoice. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts		N/A	Blank																										

Field Name	Description	Validation	Default
Type	This indicates whether the charge is for Customs of Forwarding	N/A	Blank
PP/Coll	Indication whether the charge is Prepaid / Collect	N/A	Job Registration
Curr	This is the Currency in which you wish to enter the Amount for. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts .	N/A	Blank
FXC Amount	This is the Foreign Currency Amount. This is available if you have selected a Foreign Currency Code in the above field. Please Note: If you enter a FXC Amount in and do not check the FXC Indicator, the invoice created will be in AUD.	N/A	Blank
Local Amount	This is the Local Currency Amount.	N/A	Blank
Exp Cost	The Expected cost of the Creditors charge amount. This is optional and is configurable at the company level. Contact GMA Support if you want this added/removed. This allows users input the expected cost and when the invoice is posted, the profit will be taken up automatically. If this value matches with the creditor's invoice, then the job will not appear in the Work in Progress report. If it doesn't match then the job will appear on the Work in Progress Report, in which case users will need to apply a further job journal to re-adjust the cost. See General Ledger Module Job Journal Manual for further information Please Note: This is a no entry field for Account Codes that have a No Mark Up Indicator set to YES in the Chart of Accounts Masterfile in the General Ledger Menu	N/A	Blank / Local Amount (if No Mark Up = YES)
GST Amount	This is the amount of GST. This is a no entry field and for display purposes only	N/A	Amount
Total Amount	This is the Total Line amount.	N/A	Amount + GST Amount (if applicable)

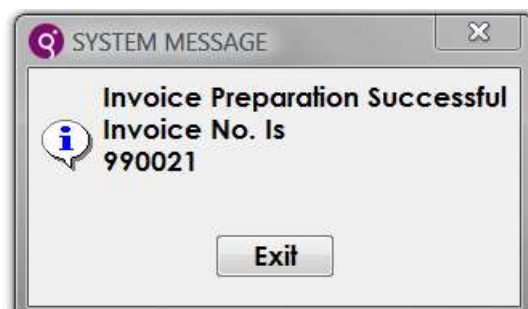
Prepare Invoice

Once you are happy with the charges, currencies, and exchange variances (where applicable) you now can prepare the Invoice

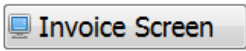
Click on the  button to create an Invoice and corresponding Invoice Number.

Please Note: This is not recommended if more than 1 invoice is to be created and sent to the customer.

Once this has been done you will receive the following message:

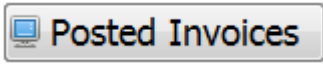


View Invoice

Once you have created the Invoice Number then you can view the invoice  in order to modify or print it. This screen can also be accessed via **Main Menu – Debtors – Input Invoices**

Posted Invoices

To see what charges (if any) have already been billed for this job users can click on the

 button.

Appendix A

Maximum Container Weights

Average Tare kgs			
	Tare weights available		Tare kgs
Standards	NEW ISO Codes	OLD ISO Codes	Maximum
	22G0	2020 ✓	2300
	42G0	4040 ✓	3750
	45G0	4410 ✓	3970
45hc	n/a	9400 ✓	4900
Reefer	22R0	2240 ✓	3380
	45RI	4532 ✓	6010
45RH	n/a		6180
Open tops	22U0	2251 ✓	2400
	42U0		4000
	45U5	4551 ✓	4000
High Wides	40hw	n/a	4260
	45hw	n/a	4980
Flat Racks			
Non-folding	22P1	2960 ✓	2530
	42P1	4960 ✓	5500
Folding	22P3	2264 ✓	2750
	42P3		5800
	45P8	4563 ✓	5300
Platforms	28P0	2261 ✓	2749
	48P0		5798
Ventilated	22G1		2230
Tanks	22T5	2270/2075	3420
Pallet wide			
PWSDC	n/a		3930
PWC	n/a		2860
Insulated	22H2		2400
	n/a		4650

Assumptions where no tare weight is given		
Containers with no tare information		Maximum Tare kgs
NEW ISO Codes	OLD ISO Codes	
22B0		2300
22P2		2530
22P5	2201	2300
22R1	2232	3380
22T0		3420
22T7		3420
22U1		2400
22V0		2300
25G0	2410	2300
25R1		2300
26T0		3420
28U1	2851	2400
42B0		3750
42G1		3750
42P2		5500
42P5	4301	3750
42R0	4332	6010
42T6	4370	
42U1		4000
42V0		3970
48U1		3970
LCL		

Old ISO codes with no mapping to new ISO codes		
	2010	
	2210	
	2215	3380
	2280	
	2299	2300
	2651	2300
	4380	
	4399	3750
	4651	3750

Appendix B

Carrier EDI Setup

Carrier EDI Set up Information

Company Name:	
Branch:	
Information provided by:	
Contact Number:	

How often do you want to send EDI transport requests to the Carrier? *E.g. once a day, twice a day, once every hour*

--

Carrier Account Information								How will the carrier send EDI updates to you?
	Carrier Code	Name	Carrier Account Reference	Carrier Company Reference (optional)	Carrier Branch Reference (optional)	Port Code	Carrier System	Send EDI Details
<i>e.g. 1</i>	<i>DEMCON</i>	<i>Demcon Trucking Company</i>	<i>654321</i>	<i>MEL654</i>	<i>MEL654</i>	<i>AUMEL</i>	<i>MAXIMAS</i>	<i>FTP, IP Address 168.192.10.541, Username DEMCON, Password SECRET, Directory Path /usr/DEMCON/ACMEFORWARDING/MELBOURNE</i>
<i>e.g. 2</i>	<i>DEMCON</i>	<i>Demcon Trucking Company</i>	<i>654321</i>	<i>SYD987</i>	<i>SYD987</i>	<i>AUSYD</i>	<i>MAXIMAS</i>	<i>FTP, IP Address 168.192.10.541, Username DEMCON, Password SECRET, Directory Path /usr/DEMCON/ACMEFORWARDING/SYDNEY</i>
<i>e.g. 3</i>	<i>TRANSTEST</i>	<i>Acme Transport Company</i>	<i>ACME55555</i>	<i>MEL2222222</i>		<i>AUMEL</i>	<i>Other: Carrier's own software</i>	<i>Email: edi@acme.com.au</i>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Appendix C

Manifest EDI Expedient Format

Manifest Information										
Seq	Name	Data Format	Min Chars	Max Chars	Enumeration Values	M/O/C	Description	Sample	Business Rules	Comments
1	ExpedientManifestMessage									
2	ManifestHeader									
3	TransactionInfo									
4	MessageSender	xs:string	1	10		M	Message Sender ID	DEMCON		
5	MessageRecipient	xs:string	1	10		M	Message Recipient ID	SAMPTY		
6	MessageID	xs:integer				M	Unique Identifier for message	105		
7	DateCreated	xs:dateTime	1	20		M	Date & time message created	2012-05-1716:05:04		
8	Manifest									
9	MBLNumber	xs:string				M	Master Bill of Lading "Number"	MBL987654321		
10	MBReferenceNumber	xs:string	1	20		O	Consol Number	3702167		Expedient reference number
11	MasterCurrency	Xs:string	1	3		O	Currency for Consol	AUD		
12	PrepaidCollect	xs:string	1	1		O	Prepaid or Collect	P		
13	Mode	xs:string	1	1	Ocean, Air	M	Ocean or Air	Ocean		
14	VesselName	xs:string	1	20		C	Vessel Name	ANL Wangaratta		
15	VesselCode	xs:string	1	6		O	Vessel Code	ANLKOK		Expedient Vessel Reference
16	VoyageNumber	xs:string	1	10		O	Voyage Number	AZ123S		
17	AirlineCode	xs:string	1	2		O	Airline Code	QF		
18	FlightNumber	xs:string	1	6		C	Flight Number	645D	Conditional on Mode	
19	LoadPort	xs:string	1	5		M	Port or Origin or Load port	USLAX		
20	DischargePort	xs:string	1	5		O	Port of Discharge	AUSYD		
21	DestinationPort	xs:string	1	5		M	Port of final discharge	AUMEL		
22	MasterBillCutDate	xs:date				O	Date Master Bill was cut	2012-07-19		
23	EstDepartDate	xs:date	1	20		M	Estimated Date of Departure	2012-05-17		
24	EstDischargeArrivalDate	xs:date				O	Estimate Date of Discharge	2012-05-21		
25	EstDestinationArrivalDate	xs:date	1	20		M	Estimated Date of Arrival	2012-05-22		
26	NumberOfPieces	integer	1			M	Number of Packages	3		
27	Weight unit	xs:float				M	Weight in KG	2.5		

Manifest Information										
Seq	Name	Data Format	Min Chars	Max Chars	Enumeration Values	M/O/C	Description	Sample	Business Rules	Comments
28	ChargableWeight Unit	xs:float				O	Charge Weight in KG	2.5		
29	Volume	xs:float				O	Volume in cubic metres	3.5		
30	HouseBills									
31	HouseBillDetail									
32	HouseBillNumber	xs:string	1	20		M	Bill of Lading Number	HBL123456789		
33	HBReferenceNumber	xs:string	1	20		O	Job Number			Expedient Job Number
34	Shipper									
35	Code	xs:string	1	10		O	Shipper Code			Expedient Customer Reference Code
36	PartyName	xs:string	1	40		O	Shipper Business Name			
37	AddressLine1	xs:string	1	40		O	First line address	281 5th Ave		
38	AddressLine2	xs:string	1	40		O	Second line address	South Side Park		
39	City	xs:string	1	20		O	City	New York		
40	State	xs:string	1	10		O	State	New York State		
41	PostCode	xs:string	1	10		O	Post Code/Zip	90210		
42	Country	xs:string	1	10		O	Country	USA		
43	CountryCode	xs:string	1	2		O	Country Code	US		
44	Consignee									
45	Code	xs:string	1	10		O	Consignee Code			Expedient Customer Reference Code
46	PartyName	xs:string	1	40		O	Consignee Business Name			
47	AddressLine1	xs:string	1	40		O	First line address	281 Buckley Street		
48	AddressLine2	xs:string	1	40		O	Second line address	Essendon		
49	City	xs:string	1	20		O	City	Melbourne		
50	State	xs:string	1	10		O	State	VIC		
51	PostCode	xs:string	1	10		O	Post Code/Zip	3000		
52	Country	xs:string	1	10		O	Country	Australia		
53	CountryCode	xs:string	1	2		O	Country Code	AU		
54	GoodsDescriptionLine	xs:string	1	35		O	Description of Goods			
55	NumberOfPieces	xs:float				O	Number of pieces	3		
56	Weight	xs:float				O	Weight in KG	2.5		
57	ChargableWeight Unit	xs:float				O	Charge Weight in KG	2.5		
58	Volume Unit	xs:float				O	Volume in cubic metres	5		
59	DeclaredValue	xs:decimal				O	Declared Value for Customs	123.45		
60	PrepaidCollect	xs:string	1	1		O	Prepaid or Collect	P		
61	Containers									
62	ContainerDetail									
63	ContainerNumber	xs:string	1	10		O	Container Number			
64	ContainerLoad	xs:string	1	3	FCL/LCL	O	FCL, LCL, FAK	FCL		
65	ISOContType	xs:string	1	4		O	Container Code	2210		
66	SealNumber	xs:string	1	12		O	Seal Number	654344		

Manifest Information										
Seq	Name	Data Format	Min Chars	Max Chars	Enumeration Values	M/O/C	Description	Sample	Business Rules	Comments
67	NettWeight	xs:float				O	Nett Weight	2.9		
68	GrossWeight Unit	xs:float				O	Gross Weight	3.4		
59	Volume Unit	xs:float				O	Volume in Cubic Metres	25		
60	NumberofPieces	integer				O	Number of Pieces	1		